

## General Input for Evaluating Performance

The information you provide on this form will be taken into account when evaluating the performance of the employee who is named below.

Employee's Name	Title	
Your Name	Title	
Nature of your contact with the employee (academic who assigns work, client, vendor, co-worker, subordinate, etc.):		
Please comment on the employee's performance	from	to

The supervisor (or other evaluator) has listed the responsibilities on which you are being asked to comment. Please indicate how much contact you've had with the employee in each case. Then briefly describe your observations of the employee's performance. Only provide information that comes from your direct experience with the employee. Keep in mind that the employee is entitled to review this information. If you regularly assign work to the employee, you should review a copy of the employee's performance standards before completing this form.

1. Responsibility
Definition:
Amount of contact:
Quantity, quality, and timeliness of the product or service:

2. Responsibility	
Definition:	
Amount of contact:	
Quantity, quality, and timeliness of the product or service:	
3. Responsibility	
Definition:	
Amount of contact:	
Quantity, quality, and timeliness of the product or service:	
4. Responsibility	
Definition:	
Amount of contact:	
Quantity, quality, and timeliness of the product or service:	
Other Comments:	
Signature	Date