

Employee Input for Evaluating Performance

Use this form to provide your supervisor (or other evaluator) with information about your performance for this appraisal period only.

Employee's Name		Date	
Supervisor's Name	Period Covered:	From	to

- Review the performance standards for your job.
- Describe how you performed in terms of the standards for each responsibility. Be sure to note things your supervisor may not have had a chance to observe. If your performance was affected by something beyond your control, describe the unexpected problem and how you handled it.

1. Responsibility (as listed in performance standards)	% time
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Describe the quantity, quality, and timeliness of your performance:

2. Responsibility (as listed in performance standards)	% time
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Describe the quantity, quality, and timeliness of your performance:

3. Responsibility (as listed in performance standards)	% time
Describe the quantity, quality, and timeliness of your performance:	
4. Responsibility (as listed in performance standards)	% time
Describe the quantity, quality, and timeliness of your performance:	
5. Responsibility (as listed in performance standards)	% time
Describe the quantity, quality, and timeliness of your performance:	
Your objectives for development on the job and/or career development (e.g., training you would like to receive, new responsibilities you might like to try, etc.)	
Is there anything more your supervisor might do to help you? (e.g., provide more frequent feedback, consider reorganizing the work, etc.)	
Employee Signature	Date