

PERSONAL PERFORMANCE ANALYSIS

EMPLOYEE WORKSHEET FOR SUPERVISORS/MANAGERS

(USE ADDITIONAL SHEET, IF NEEDED)

EMPLOYEE NAME	CLASS TITLE
REVIEW PERIOD FROM: _____ TO: _____ STEP: _____	
Since last evaluation: _____ 1. What were the goals & objectives? Did you accomplish these? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain) 2. What were your actual achievements; where did we/you succeed? 3. Where could results have been better? 4. What lessons were learned? 5. Right now – How are you/we doing? 6. What changes in your abilities, competencies, and attitudes have you experienced since your last evaluation? 7. Are there any areas of concern needing special attention at this time? 8. Looking forward – What are your personal goals for the program and department? 9. What will be necessary to achieve these goals? Such as additional training, collaboration, specific focus, etc. 10. How can I help you achieve your goals? What do you need me to do differently?	
_____ Signature	_____ Date