|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE NAME**  | **EMPLOYEE ID#**  | **REVIEWER’S NAME**  | **Date:** Click or tap to enter a date. |
| **EMPLOYEE JOB TITLE**  | **DEPARTMENT NAME** | **Review Period Start date**: Click or tap to enter a date. **Review Period End date**: Click or tap to enter a date. |

|  |
| --- |
| 1. **WHAT DID YOU DO WELL THIS YEAR?**
 |
| 1. **IN WHICH PERFORMANCE AREA(S) WOULD YOU LIKE TO IMPROVE?**
 |
| 1. **WHAT SKILLS DO YOU NEED TO DEVELOP TO EXCEL AT YOUR CURRENT JOB?**
 |
| 1. **WHAT GOALS WOULD YOU LIKE TO ACHIEVE IN THE NEXT PERFORMANCE CYCLE?**
 |
| 1. **WHAT RESOURCES AND TOOLS DO YOU NEED TO PERFORM YOUR JOB?**
 |
| 1. **WHAT GOALS WOULD YOU LIKE TO ACHIEVE THIS PERFORMANCE YEAR FOR YOU PERSONALLY?**
 |

|  |
| --- |
| **EMPLOYEE SIGNATURE:**  |