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| **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. | |

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| 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?** |

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| **EMPLOYEE SIGNATURE:** |