



# Annual Staff Evaluation

## OVERVIEW

Supervisors should review employee self-evaluation, if provided, prior to completing this evaluation. Supervisors should complete an evaluation at least annually, although supervisors may wish to do semi-annually or more frequently. Regular discussions about performance are important. The annual review should reflect ongoing discussions about employee performance and expectations. A supervisor or manager may wish to supplement this form with additional elements, but for consistency, all Reed staff should, at a minimum, complete this form annually. After discussion and review, both the supervisor and the staff member should sign. This document should be uploaded into etrieve, along with the optional employee self-evaluation, if provided.

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EMPLOYEE NAME

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SUPERVISOR NAME

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DATE

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## PRIOR YEAR GOAL REVIEW

**1. Goal:**

**Review:**

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**2. Goal:**

**Review:**

## PRIOR YEAR GOAL REVIEW CONTINUED

**3. Goal:**

**Review:**

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**4. Goal:  
(optional)**

**Review:**

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**5. Goal:  
(optional)**

**Review:**

## **JOB PERFORMANCE**

Discuss how the employee has performed with respect to their daily job requirements.

Please address productivity as well as quality of work.

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## **RECOGNITION OF ACCOMPLISHMENTS**

What specific and/or significant accomplishments has the employee achieved?

(Accomplishments may be described as the results of work, as well as the work itself.)

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## **OPPORTUNITIES FOR GROWTH**

What opportunities for growth and/or improvement would you suggest? This can include areas of job performance to focus on as well as potential professional development opportunities the employee could benefit from. Examples include peer mentoring, skill development, online courses, etc.

## OVERALL ASSESSMENT

In this section, provide feedback on the employee's job performance during the review period.

## FUTURE YEAR GOALS REVIEW

**1. Goal:**

**Review:**

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**2. Goal:**

**Review:**

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**3. Goal:**

**Review:**

## FUTURE YEAR GOALS REVIEW CONTINUED

**4. Goal:**  
(optional)

**Review:**

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**5. Goal:**  
(optional)

**Review:**

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE