**Performance Evaluation**

**Name**

***Position***

**Completed by:**

**Date:**

*Evaluations should touch on all areas of the employee’s job description and should be at least one page in length.*

**OVERALL**

**STRENGTHS**

**AREAS FOR GROWTH**

This evaluation was discussed with me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Date)

Recipient Comments:

Agreements:

Staff Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_