

Employees are strongly encouraged to provide supervisors and managers with their view and comments at the end of the evaluation cycle. Forms must be submitted at least five (5) work days prior to the employee's scheduled performance evaluation to allow supervisors and managers the opportunity to consider comments prior to the actual performance evaluation.

Judicial Entity:	Employee ID #:
Employee Name:	Employee Job Title:
Supervisor:	Supervisor Title:
Plan Reviewer:	Reviewer Title:
	Evaluation Date:

Section 1 - Job Assignments, Goals, Objectives and Expectations; and Competencies - In this section you may want to summarize your feelings about your performance during the evaluation cycle; provide any additional information you wish to have considered in your performance evaluation discussion with your supervisor; describe your accomplishments and special contributions to the organization or work unit, and any obstacles encountered when performing your job duties, as assigned in your Performance Plan.

Section 2 - In your own words, describe your major strengths and the areas for improvement.

Section 3 - What job related goals do you want to achieve in the next year? What are your plans to achieve these goals? What kind of training would help you facilitate your work goals?

Section 4 - What can your supervisor do to better assist you in accomplishing your job duties?

Employee Signature

Date:

Supervisor Signature - Acknowledgment of Receipt

Date:

Original to be attached to final Employee Performance Evaluation and placed in Employee Personnel File; Copy Employee, Supervisor & Reviewer