

Employee Excellence Program Performance Evaluation

Optional Employee Comments Form – Phase III

As an employee you have the option of completing this worksheet to formally share with your supervisor information which you consider important to your evaluation used during Phase III. The completed worksheet is to be given to your supervisor prior to the Phase III meeting.

Name: _____ **Date:** _____

Title: _____ **Department:** _____

1. List what you believe were the key elements of your job during the past year.
2. List special contributions you feel you have made to your department during the last appraisal period.
3. List any notable obstacles you encountered in accomplishing your job responsibilities during the appraisal period.
4. What areas do you need (want) to develop in the next year? What are your plans to achieve these goals?
5. Is there something your supervisor can do to help you perform better in your job?
6. Add any additional information you wish to have considered in your appraisal.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____