

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. Are there any ways your supervisor can demonstrate deeper perspectives of others and/or better demonstrate mutual respect, equity, and fairness?

5. Are you satisfied with your supervisor's commitment and efforts with respect to equity, diversity, and inclusion?

6. What areas do you need/want to develop in the next year? What are the plans to achieve these goals?

7. Is there something your supervisor can do to help you perform better in your job?

8. Add any additional information you wish to have considered in your appraisal.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Second-Level Supervisor Signature: _____

Date: _____