

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of the last formal performance appraisal meeting with supervisor: \_\_\_\_\_  
*(MM/DD/YYYY)*

---

**Section 1:** *To be completed by the employee and given to the supervisor in advance of the formal performance appraisal meeting.*

Please report below, and comment on the tasks you have contributed to since your hire or since the last formal performance appraisal meeting with your supervisor:

---

---

**Section 2:** *To be completed by the supervisor in advance of the formal performance appraisal meeting.*

(a) Please provide an assessment of, and comment on the employee's progress:

---

*\*Please attach additional pages if necessary*

---

(b) Please rate the employee's progress since the last performance appraisal meeting or hire date (*check one*):

Very Satisfactory

Satisfactory

Cause for concern

(c) If cause for concern, state what steps the employee should now take to ensure a satisfactory outcome:

---

Signatures of both parties that the above is an agreed record of the formal performance appraisal meeting:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

(MM/DD/YYYY)

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

(MM/DD/YYYY)

COMMENTS:

---

(For Internal Use Only)

Appraisal reviewed by: \_\_\_\_\_

(Chair / Director / Dean)