

Evaluator/employee comments on the ratings given to attributes, on ideas for improving job performance, or on areas where there has been improvement since the last evaluation.

Evaluator comments *(if more space is needed, please attach additional documentation on a separate page):*

Employee comments *(if more space is needed, please attach additional documentation on a separate page):*

Evaluator Signature* _____ Date _____	
Employee Signature** _____ Date _____	
Department Head*** _____ Date _____	
* Immediate supervisor should complete evaluation rating.	
** Employee signature indicates that he/she has seen the evaluation but does not necessarily indicate concurrence with the evaluation.	
*** A Department Head signature is required, even if same person as evaluator.	
RETURN TO: HUMAN RESOURCES DEPARTMENT 105 SHERMAN HALL	Evaluation Monitor _____
Date Received:	Director _____