**Yearly Evaluation**

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

Date of Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **STRENGTHS**  What are your strengths and the strengths of your team? |

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| Employee Comments:  Self:  Team: |

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| **OPPORTUNITIES**  What areas for improvement can you identify for yourself and the team? |

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| Employee Comments:  Self:  Team: |

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| **Accomplishments/Successes**  What are some of your personal accomplishments/successes in the past year? What were the team’s accomplishments/successes? |

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| Employee Comments:  Self:  Team: |

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| **GOALS**  Identify your goals for this upcoming year. |

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| Employee Comments: |

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| **When have you seen your supervisor at their best?** |

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| Employee Comments: |

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| **What do you need more of or less of from your supervisor?** |

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| Employee Comments: |

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| **Supervisor Comments** |

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| Supervisor Comments: |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_