DePauw Performance Review

Employee Name:

Position Title:

Date of Performance Review:

Supervisor’s Name:

CURRENT RESPONSIBILITIES

Attach a current job description.
   If applicable, make note of any significant changes since last year’s performance review.

PERFORMANCE ASSESSMENT

1. Evaluate and discuss the employee’s job performance. Base evaluation upon the position requirements, achievement of the goals established during the past year, and assessment of the employee’s accomplishments.

2. Are there areas of exceptional performance that should be particularly noted? Provide specific examples.

3. Are there areas of performance needing more attention or improvement? Provide specific examples.

4. State and discuss the expectations and goals for the upcoming review period. Give examples of how these goals can be met (e.g. training). How will you support the employee to accomplish these goals?
# DePauw Performance Review

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**Position Title:**
**Date of Performance Review:**
**Supervisor’s Name:**

## PROFESSIONAL DEVELOPMENT PLAN

List specific activities the employee will do in the next twelve months as part of his/her professional development. How will you support the employee to meet these goals?

<table>
<thead>
<tr>
<th>Activity 1</th>
<th>Activity 2</th>
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</thead>
</table>

## EMPLOYEE COMMENTS

The employee may comment on the performance review in the space provided below.

The employee’s overall performance is __Satisfactory or __ Needs Improvement.

This annual performance review will become part of your DePauw personnel file. Please sign below to acknowledge that you have received this document.

<table>
<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Signature:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Name (Please print):</td>
<td>Date:</td>
</tr>
<tr>
<td>Vice President’s Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Human Resources Signature:</td>
<td>Date:</td>
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April 2015