

Washington University in St. Louis Performance Evaluation

Name: _____

Rating Period: _____

Job Title: _____

Dept: _____

Review the employee's current job duties and evaluate performance based on job-related issues.

Name three things the employee did well this appraisal period:

1)

2)

3)

Name three things the employee should develop in the next appraisal period:

1)

2)

3)

Summary (Check One):

_____ **I am more than satisfied with how this employee performs.**

_____ **I am satisfied with how this employee performs.**

_____ **I am not satisfied with how this employee performs.**

If not satisfied, state why: _____

Goals Established for the Next Appraisal Period (required for exempt positions):

1)

2)

3)

The University expects all employees to perform their job responsibilities in a safe and ethical manner, in compliance with federal and state regulations and in adherence to the University's Code of Conduct (<http://codeofconduct.wustl.edu>) and the Employee Safety and Health Policy found in the Supervisor Policy and Procedure manual and Employee Handbook under section VI Employment Rights and Responsibilities.

Please check this box to signify that supervisor and employee have discussed compliance with these standards along with compliance with other standards specific to the department/school.

Employee

Date

Supervisor

Date