**Winnefox Library System**

**Annual Performance Evaluation Record**

***Employee:***

***Supervisor:***

***Date:***

|  |  |  |
| --- | --- | --- |
| The following topics were discussed: |  **✓** |  Notes |
| Achievements during the past year |  X |  |
| Challenges during the past year |  X |  |
| Suggestions for improving work process |  X |  |
| Suggestions for improving work environment |  X |  |
| Opportunities for employee growth and development |  X |  |
| Performance and/or career goals for the coming year |  X |  |
| Job description |  X |  |
| Suggestions for improving customer service |  X |  |

Comments:

***Employee:***

 (*Employee acknowledges having had an opportunity to review the completed evaluation form)*

***Supervisor:***

***Director:***

Employee meets or exceeds performance expectations **YES \_\_\_\_\_\_ NO \_\_\_\_\_\_ \*\***

**\*\* *If NO, a Performance Improvement Plan must be on file. Employee performance will be***

 ***reconsidered on: DATE***