**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***