

JACKSONVILLE UNIVERSITY

PERFORMANCE APPRAISAL

Employee Name:

Scheduled Review Date:

Department:

Job Title:

Reason for Review: Ninety Day Introductory Period

INSTRUCTIONS:

A. Key Performance Goals and Results for the Review Period

This performance evaluation is to serve as a record of performance and accomplishments during the period being evaluated
current performance and to assist both parties in an annual goal-setting process. Please review Ratings below and the Descriptions of Performance Review Goals Form.

RATINGS: 1 = Not Met, 2 = Partially Met, 3 = Met, 4 = Exceeded Expectations

In this Performance Goal section, the supervisor should select 3-5 goals and objectives. Please indicate the

In writing performance results, be specific using facts, figures, and specific examples of

C. Future Goals, Objectives and Development Planning

To be completed by the employee and supervisor: Identify 3-5 major goals, strategies and ideas for the

D. Employee's Comments

Feel free to comment here on any aspects of this discussion. Attach additional paper as needed.

E. Acknowledgement: I have read this form and discussed it with my supervisor. **Employee & Supervisor are required to sign below before submitting to the Office of People & Culture.**

Approved Signature: _____ Date: _____