

Employee Name:

Reviewer Name:

Employee Position:

Reviewer Position:

*Department
Mission Statement:*

*Department
Goals:*

	1	2	3
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Both employees and supervisors should come prepared with ideas for the employee's individual and professional development goals.

Individual Goals

With your supervisor, identify up to three goals that align with the department mission or goals above.

1	2	3
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Professional Development

With your supervisor, identify two professional development goals that will lead to success in your current role or better position you for career advancement within the City.

1	2
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Employee Accomplishments

Use this section to recognize recent accomplishments and provide praise.

SUPERVISOR

QTR 1
QTR 2
QTR 3
QTR 4

Feedback For Employee

How is the employee progressing towards their goals? What can they do to better achieve them?

What is suggested to help employee meet goals?

Employee's Suggestions

Do you have any recommendations for how to improve a process or the workplace overall?

EMPLOYEE

QTR 1
QTR 2
QTR 3
QTR 4

Feedback For Supervisor

How am I doing? What can I or Dept. Leadership do to help you achieve your goals & succeed in your role?
