

### Performance Appraisal Summary

**Employee:** \_\_\_\_\_ **Appraisal Period:** \_\_\_\_\_

**Core Areas of Performance Summary:**

The following matrix summarizes the ratings but may not directly correlate to the composite rating.

Emphasis	Core Areas	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exemplary
	Leadership and Resource Management				
	Program Planning, Delivery, and Reporting				
	Relationships and Professionalism				

**Supervisor Summary:** This is an opportunity for the supervisor to summarize the employee’s overall performance during the appraisal period. The summary should include a recap of the individual’s strengths and areas of growth as well as areas needing improvement. The summary should also support the overall initial performance rating given the employee.

*Initial Performance Appraisal Rating:* \_\_\_\_\_

**Employee Comments:** The employee is invited to provide comments that they would like as part of the performance appraisal. Comments may address personal ambitions and goals, concerns related to the appraisal, or anything else the employee deems appropriate. Additional comments can be attached if the space provided is insufficient.

**Signatures:** By signing this Performance Appraisal document, the employee is not necessarily agreeing to the Supervisor's views, but is acknowledging that the review has taken place. The employee may appeal this review through appropriate channels.

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Staff Member \_\_\_\_\_

Date \_\_\_\_\_