

**Professional, Administrative & Technical (PAT)
Performance Evaluation Worksheet**
(To be completed by PAT staff member and Supervisor)

This form is used primarily as a worksheet and will not become a direct part of your performance evaluation. The intent is to give you and/or your supervisor an opportunity at least once a year to plan for the evaluation process and also to consider your development during the coming year. The information below need not be communicated to anyone other than your immediate supervisor.

NAME:

CLASSIFICATION AND/OR TITLE:

I. The Job

How would you describe your principle responsibilities during the past year?

Staff member's Perspective:

Supervisor's Response and Recommendations:

Do you have the authority to accomplish the above responsibilities? Comments:

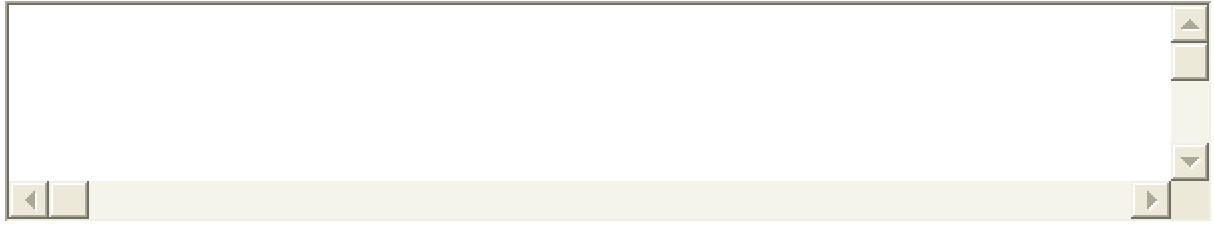
Staff member's Perspective:

Supervisor's Response and Recommendations:

III. Suggestions for Enhancement of Support from the Supervisor.

List the things your supervisor or manager could do to be of greater help to you.

Staff member's Perspective:



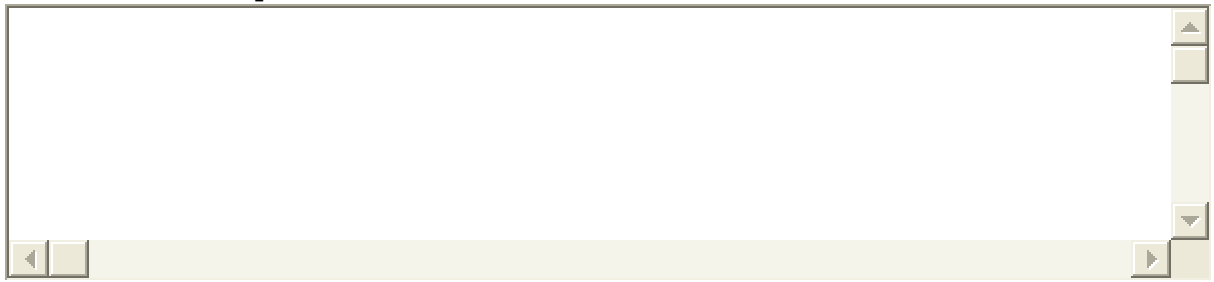
Supervisor's Response:



IV. Other Concerns:

State other matters you want to discuss during your performance review:

Staff member's Perspective:



Supervisor's Response:



Signature of PAT Staff

Signature of Supervisor

Date

Date

V. Objectives For The Next Year:

Space for an outline of primary work objectives for the next year is provided below. You may retain a copy of the sheet for reference if you so desire. Retention of the sheet in your personnel file is optional. If you wish that this be done, both you and your supervisor must sign the sheet in the space provided to indicate mutual agreement to the effect.

- A. *Job.* State your primary work objectives for the next year. Limit specific objectives to no more than 6 items. Begin each statement with a verb i.e., complete, improve, begin, reorganize, establish, continue, etc. Be specific and definite in each statement, using completion dates when possible.

Specific Job-Related Objectives:

- B. *Personal.* Select three or four items for next year designed to improve yourself. Consider ways to expand your knowledge, or improve your effectiveness. For example: show books or journals to be read, courses to be taken and other activities that will add to your knowledge. Do not overlook improvements in your everyday work. Be specific.

Personal Objectives:

Goals and objectives listing will be included in the employee's personnel file if signed below by both staff member and supervisor.

Signature of PAT Staff
Signature of Supervisor

Date
Date