



This form is an optional communication tool to be used during the annual review period.

Name of Employee	Name of Supervisor	
Agency/Division	Review Period From	to
PERFORMANCE SUMMARY – Performance Expectations / Goals		
A. Summarize performance to-date for all performance expectations		
B. Identify any new expectations or make modifications based on changed circumstances.		
PERFORMANCE SUMMARY – Competencies <i>(Summarize performance to date for all Competencies)</i>		
DEVELOPMENT NEEDS <i>(Status update of agreed upon training needs and or any additional training/resources needed to assist in meeting current goals in next 3-6 months)</i>		
EMPLOYEE COMMENTS <i>(Include comments about and/or needs from supervisor)</i>		
Signature of Employee	Date (<i>month, day, year</i>)	
Signature of Supervisor	Date (<i>month, day, year</i>)	