

Mentoring Employee Performance

Render an Account

Employee:

Position:

Supervisor:

Date:

Directions: Complete the three employee sections below, and then submit this form to your supervisor. Your supervisor will then add his or her comments and schedule a time to discuss this evaluation with you.

What is going well?

Employee

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Supervisor

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What could be done differently?

Employee

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Supervisor

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Goals, priorities and deadlines for this year?

Employee

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Supervisor

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Please initial below to signify that you and the supervisor have discussed this evaluation:

Employee / Date

Supervisor / Date