

Mentoring Employee Performance

Render an Account

Employee:

Position:

Supervisor:

Date:

Directions: Complete the four 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	
Supervisor	

What should be done better?

Employee	
Supervisor	

Accomplishments achieved this year?

Employee	
Supervisor	

Goals, priorities and deadlines for next year?

Employee	
Supervisor	