

5. As the supervisor, do you recommend the retention of this employee? If not, please explain.

6. Comment on the employee's goals and objectives for next year.

A. What goals would you like the employee to accomplish?

B. What additional skills or improvement in skills are needed to achieve these goals?

7. Respond to comments, questions and suggestions on departmental policies and procedures and job responsibilities.

Employee's Signature

Supervisor's Signature

Reviewed By: _____
Division Head's Signature