

# JACKSONVILLE UNIVERSITY

## PERFORMANCE APPRAISAL

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Employee Name:

Scheduled Review Date:

Department:

Job Title:

Reason for Review:             Ninety Day Introductory Period

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### INSTRUCTIONS:

#### A. Key Performance Goals and Results for the Review Period

This performance evaluation is to serve as a record of performance and accomplishments during the period being evaluated current performance and to assist both parties in an annual goal-setting process. Please review Ratings below and the Descriptions of Performance Review Goals Form.

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In this Performance Goal section, the supervisor should select 3-5 goals and objectives. Please indicate the

In writing performance results, be specific using facts, figures, and specific examples of

### **C. Future Goals, Objectives and Development Planning**

**To be completed by the employee and supervisor:** Identify 3-5 major goals, strategies and ideas for the

**D. Employee's Comments**

Feel free to comment here on any aspects of this discussion. Attach additional paper as needed.

**E. Acknowledgement:** I have read this form and discussed it with my supervisor. **Employee & Supervisor are required to sign below before submitting to the Office of People & Culture.**

Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_