University of California, Davis
EMPLOYEE PERFORMANCE APPRAISAL REPORT

EMPLOYEE SUMMARY OF ACCOMPLISHMENTS

Period covered (month/day/year): from ________ to ________

Employee Name ___________________________________________ Department __________________________

This provides an opportunity to reflect upon actual work and ensure good communication between employee and supervisor. Use of this form is optional, but may be required by a dean, vice chancellor, or department. Examples of well-written summaries of accomplishments are on the Web at http://www.hr.ucdavis.edu/Forms. Use this form (with additional sheets if needed) to describe:

1. accomplishments related to each job function
2. accomplishments related to established goals and/or performance expectations
3. future goals and/or performance expectations
4. training and development needs, if any
5. support of the Principles of Community (including equal employment opportunity and affirmative action performance and job-related commitment to good interpersonal relations).

Employee Signature ___________________________ Date ___________________________