

CONFIDENTIAL

_____ NAME OF EMPLOYEE		_____ DEPARTMENT		_____ DIVISION	
_____ PAYROLL TITLE	_____ WORKING TITLE	_____ DATE HIRED	_____ LENGTH OF TIME IN PRESENT JOB		
_____ PERIOD COVERED BY THIS EVALUATION			_____ SUPERVISOR'S NAME AND TITLE		
_____ LENGTH OF TIME YOU HAVE SUPERVISED THIS EMPLOYEE					

UNIVERSITY OF CALIFORNIA, DAVIS

EMPLOYEE DEVELOPMENT WORKSHEET

<u>M</u> ORE THAN SATISFACTORY <u>S</u> ATISFACTORY <u>I</u> MPROVEMENT NEEDED <u>U</u> NSATISFACTORY	CHECK ONE
M S I U ↓ ↓ ↓ ↓	

JOB RESPONSIBILITIES FOR PERIOD OF EVALUATION	COMMENTS AND OBJECTIVES	↓	↓	↓	↓

OVERALL EVALUATION

MORE THAN SATISFACTORY SATISFACTORY IMPROVEMENT NEEDED UNSATISFACTORY

COMMENTS:

FUTURE PLANS: PERFORMANCE GOALS ESTABLISHED BETWEEN EMPLOYEE AND SUPERVISOR

SIGNATURE OF IMMEDIATE SUPERVISOR _____ DATE _____

EMPLOYEE'S SIGNATURE _____ DATE _____
(YOUR SIGNATURE INDICATES NEITHER AGREEMENT NOR DISAGREEMENT WITH THE EVALUATION, BUT IT DOES INDICATE THAT YOU HAVE READ THE EVALUATION AND IT HAS BEEN DISCUSSED WITH YOU. IF YOU WISH, YOU MAY COMMENT IN THE SPACE BELOW.)

DEPARTMENT HEAD'S SIGNATURE _____ DATE _____

EMPLOYEE COMMENTS: