

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