



# STAFF HUMAN RESOURCES

PERFORMANCE EVALUATION PROGRAM  
*April 20XX – March 20XX*

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TO:

FROM:

RE: Performance Evaluation Program

Attached is your copy of the Performance Evaluation Program document for this year. It is important that you retain the forms in this folder since they will be used by you and your supervisor to evaluate your performance during the evaluation period.

Your packet contains complete information regarding the Performance Evaluation Program and copies of all forms that can be used for the evaluation process. When you and your supervisor have your preliminary evaluation meeting, please bring this packet with you. The two of you will complete the *Goal Setting Form* at that time. The original will be returned to you and your supervisor will make a copy of the form for his/her files.

When you meet, your supervisor will take the *Probationary Employee Performance Evaluation Form*, the *Review Form for Academic Professional and Exempt Civil Service Employees* or the *Review Form for Nonexempt Civil Service Employees* which he/she will use as the evaluation cycle continues throughout the year, and the *Performance Log*. The performance evaluation form will be returned to you at the completion of the performance evaluation cycle. Your material includes an *Optional Employee Worksheet*. You may complete this form at your discretion and discuss it with your supervisor at your final evaluation meeting.

Questions concerning the Performance Evaluation Program should be referred to your supervisor.