

**CCA**  
**Performance Evaluation**

**Employee:** \_\_\_\_\_ **Review date:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date of last review:** \_\_\_\_\_  
**Date hired:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**A. GENERAL PERFORMANCE RESULTS:** Evaluate the employee's work performance and accomplishments over the review period. If appropriate, include a discussion of specific goals and objectives established during the year, and the extent to which these goals and objectives were met or not met.

**B. PLANS FOR IMPROVEMENT:** Comment on specific ways in which the employee's performance might/should be improved:

**C. OVERALL PERFORMANCE RATING:**

Meets expectations \_\_\_\_\_ Does not meet expectations \_\_\_\_\_

**D. GOALS AND OBJECTIVES FOR THE NEXT REVIEW PERIOD (Be specific):**

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**E. EMPLOYEE COMMENTS:**

**F. SIGNATURES:**

**Employee:**

I have read this performance evaluation and have discussed it with my supervisor (\*):

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Name

Date

(\* ) The employee's signature indicates that he or she has discussed the evaluation with the supervisor. It does not signify agreement with the contents of the evaluation.

**Management:**

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Supervisor

Date

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Department head/Director

Date

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Human Resources

Date