**EHRA PERSONNEL EVALUATION FORM**

**For the period beginning May 1, 2016 and ending April 30, 2017**

**Individual being reviewed:**

**Supervisor: Date completed:**

Please provide evaluative feedback in the following areas. When appropriate, include feedback from team members, formal groups, committee chairs, etc.

1. **PERFORMANCE**
2. **GOALS FOR THE NEXT 12 MONTHS (as agreed upon by the supervisor and department head)**
3. **DEVELOPMENT OPPORTUNITIES (Please include at least one comment in this section)**
4. **PROGRESS TOWARD RANK REAPPOINTMENT/PROMOTION (For use only with ranked positions.)**

Please discuss any steps the employee has taken toward preparation for reappointment/promotion in rank.

1. **GRANT MANAGEMENT (For use only with those responsible for grant administration.)**

Please comment on the employee's ability to successfully manage employees and resources associated with the grant project, work collaboratively and effectively with library and University offices regarding grant projects and resources, and to successfully accomplish the goals of the grant according to library, university and grant-source policies.

Signature of **SUPERVISOR** completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of **NEXT HIGHER LEVEL SUPERVISOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature indicates that I have read and discussed this evaluation with my supervisor.*

Signature of **EMPLOYEE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other employee comments attached: [ ]  Yes [ ]  No