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Additional staff comments:

Discuss the employee's performance during this evaluation period:

What were their specific achievements/proud moments during this evaluation period?

What were their areas of challenge during the period?

Supervisor/Chair goals and general comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Agreed upon Goals for 2022

Employee response to supervisor comments (if necessary):