

SELF-EVALUATION SUMMARY  
*(to be completed at the employee's option)*

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Classification \_\_\_\_\_

Improvement objectives established for past year:

Employee strengths/accomplishments and progress made towards improvement objectives:

Improvement objectives for the coming year:

I choose not to complete this self-evaluation summary this year.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

SUPERVISOR'S SUMMARY  
*(to be completed by supervisor)*

[Note to Supervisor: Please refer to Self-Evaluation Summary to the left, if one has been completed by the employee, before assessing the following. These sections should be completed, whether or not a Self-Evaluation Summary has been submitted.]

Employee Strengths:

Areas for improvement:

On last report, were areas for improvement established? If yes, evaluate progress.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date