

# FY 2020 PERFORMANCE EVALUATION

SECTION A: EMPLOYEE AND SUPERVISOR INFORMATION			
<b>EMPLOYEE NAME:</b>		<b>M#:</b>	
<b>EMPLOYEE TITLE:</b>			
<b>SUPERVISOR:</b>			
<b>DATE OF EVALUATION Meeting Date:</b>		<b>DATE DUE IN HRSTM:</b>	<b>AUGUST 14, 2020 BY 5:00 p.m.</b>
<b>SECTION B: EMPLOYEE SELF-EVALUATION</b> (To be completed by the employee)		<b>SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE</b> (To be completed by the supervisor)	
<b>July 1, 2019 – March 13, 2020</b> <b>Normal College Operations</b> Briefly outline below your accomplishments and achievements. Consider as many of the following as possible: job duties, FY 2020 Goals, <a href="#">Code of Ethics</a> , <a href="#">Collegewide Competencies</a> , and <a href="#">Required Training for FY 2020</a> . Please enter your responses below.		<b>July 1, 2019 – March 13, 2020</b> <b>Normal College Operations</b> Briefly outline observation and feedback on employee's accomplishments and achievements. Consider as many of the following as possible: job duties, FY 2020 Goals, , <a href="#">Code of Ethics</a> , <a href="#">Collegewide Competencies</a> , and <a href="#">Required Training for FY 2020</a> . Please enter your responses below.	
<a href="#">If needed, click here to continue</a>		<a href="#">If needed, click here to continue</a>	

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### ADDITIONAL RESPONSE AREA

SECTION B: EMPLOYEE SELF-EVALUATION (To be completed by the employee)		SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE (To be completed by the supervisor)	
Additional comments: accomplishments and achievements during <b>normal working conditions:</b>		Additional comments: accomplishments and achievements during <b>normal working conditions:</b>	

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<b>FY 2020 RATING</b> (See guidelines and rating definitions)		
<input type="radio"/> Needs Improvement	<input type="radio"/> Successful	<input type="radio"/> Commendable
<b>SECTION D: ADDITIONAL COMMENTS</b>		
<b>SECTION E: EMPLOYEE and SUPERVISOR ACKNOWLEDGMENTS</b>		
I have reviewed the FY2020 performance evaluation on the date indicated below. I had the opportunity to discuss with my supervisor and have received a copy of the evaluation. My signature does not necessarily indicate agreement or disagreement with the content of this evaluation.		
<b>Employee Signature</b>		

I have reviewed the evaluation with the employee. We have discussed their proposed goals. I acknowledge that this document reflects my evaluation of the employee's performance and that it is accurate and true.
<b>Supervisor Signature</b>

[View instructions for digital signature](#)