[Name]
[Classification]
[Work unit]

Period of review: [Date] to [Date]

Objective #1
[State objective]

**Expected results**
[Define performance standards]

**Actual results**
[Describe & assess actual performance in relation to standards]

Objective #2
[State objective]

**Expected results**
[Define performance standards]

**Actual results**
[Describe & assess actual performance in relation to standards]

Objective #3 . . .

(OVER)
Job-related Development Goals:
[State goals identified for coming year, if any]

Employe Career Goals and Comments:
[State goals identified by employe, if any]
[Insert or attach employe comments on objectives, standards, evaluation, goals, etc.]

Position description dated [Date] was reviewed and determined to be an accurate description of the assigned duties and responsibilities

A position description update was developed and signed by both employe and supervisor on [Date].

Date of goal setting session: [Date]
Employe's signature
Supervisor's signature

Date of results review session: [Date]
Employe's signature
Supervisor's signature

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