# https://www.statelibrary.sc.gov/sites/default/files/images/media-kit/scsl_logo_cmyk_300dpi.jpg

# Employee Evaluation Template

|  |  |
| --- | --- |
| Employee name: | Title: |
| Department/Branch: | Supervisor: |
| Date assigned to the position: | Appraisal period: |
| Meeting date: | Type of appraisal: |

|  |
| --- |
| Standards/Expectations/Assignments successfully completed |
| Assignments Not Completed/Areas of Concern |
| Core values (agency mission statement; performance characteristics) |
| Supervisor comments |
| Rating: Needs Improvement Meets Expectations Exceeds Expectations |
| Employee Comments |

Signatures:

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

Staff Member

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

Supervisor