AREAS FOR STAFF DEVELOPMENT
This section describes learning activities, training programs, and actionable suggestions for the staff member. It should contain input from both the reviewer and the staff member.

GOALS FOR NEXT REVIEW PERIOD
Use the following section to record major goals and responsibilities for the review period. At the beginning of the review period, specify the goals and how to measure whether they are achieved. At the end of the review period, evaluate the extent of goal achievement as well as the quality of the process and outcome.

MANAGER’S SUMMARY COMMENTS

EMPLOYEE COMMENTS