# Evaluation: *Role*

Person being evaluated: *Supervisee Name*

Person completing evaluation: *Supervisor Name*

Evaluation Type: *90 day or biennial (or other)*

 Date:

Role Overview

*Add role Overview here*

## Evaluation of Core Job Functions

|  |  |  |
| --- | --- | --- |
| **Position Objectives** | **Essential Duties and Responsibilities** | **Strengths and Areas for Growth** |
| ***Objective Here*** | *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |
| ***Objective Here*** | *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |
| *Duties here* |  |

## Evaluation of Team Member Performance:

|  |  |
| --- | --- |
| **As a team we strive to:** | **Strengths and Areas for Growth** |
| Contribute to positive relationships with team and partners through:* Engaging in direct, honest, and respectful communication including sharing feedback;
* Checking our assumptions, seek to understand
* Being reliable;
* Collaborating informally and formally
* Being flexible;
* Being aware of and responsive to, the communicated and observed needs, capacity, and circumstances of others.
 |  |
| Acknowledge that we will make mistakes and will learn from them;  |  |
| Work independently, while knowing when to engage team members; |  |
| Intentionally seek, receive, and integrate the input of others; |  |
| Meet our programmatic goals effectively and efficiently including through:* Thoughtful time management practices;
* Careful writing and editing;
* Fluency with technology;
* Excellent training, presentation, and facilitation skills; and
* Active prioritization of short and long term projects and activities;
 |  |
| Communicate effectively in all settings through knowing your audience and role and engaging in clear messaging |  |

Other feedback on team member’s performance:

What are the areas of growth you’d like to see from this person in the next year?

I have read this evaluation and discussed it with my supervisor.

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Name Date

I would like to offer the following comments on my evaluation.