



General Comments (includes areas of strength and areas needing improvement):

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**Goal Setting:** Goals should be specific measurable, challenging, and attainable. Goals are not limited to the current work environment or position and should emphasize transferable and lifelong career skills. Please include any specific goals related to management or supervision if these are part of the employee's responsibilities.

Goal \_\_\_\_\_  
Action Steps \_\_\_\_\_ Target Date \_\_\_\_\_  
Comments(s) \_\_\_\_\_

Goal \_\_\_\_\_  
Action Steps \_\_\_\_\_ Target Date \_\_\_\_\_  
Comments(s) \_\_\_\_\_

Goal \_\_\_\_\_  
Action Steps \_\_\_\_\_ Target Date \_\_\_\_\_  
Comments(s) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.**

Please send a copy of completed evaluation to Office of Student Employment.