

Bainbridge Metro Parks
Recreation Division -- Employee Evaluation

Staff Evaluation For: _____ Assignment: _____

Date of Previous Evaluation: _____ Date of Meeting: _____ Meeting Time: _____

Employee should complete and return to supervisor before scheduled meeting date:

Progress Made on Previous Goals: List goals agreed to from your last evaluation and describe your progress in each area.

Your Best Work. Describe in detail examples of your best work, achievements, and contributions to the program not included above in goals section.

Your Goals for This Year: Describe in detail anything you'd like to improve, change, or learn so you can make an even better contribution to the program

How You Will Achieve Goals? What actions will you take (and when) to achieve these goals?.

How Can Your Supervisor Help? Describe actions how supervisor or co-workers can help with achieving your goals.

What You Like Best About Working Here.

Your Biggest Challenge At Work.

Supervisor Should Complete This Section

Progress Made on Previous Goals: Employee's progress on previous goals.

Employee's Best Work. Describe in detail examples of employees best work.

Agreed upon Performance Goals

Progress Notes (Fill in as needed)

Additional Comments

Recommend for Merit Raise? (If applicable)

Supervisor: _____ (Name) _____ (Position) _____ (Signature) _____ (Date)

Employee: _____ (Signature) _____ (Date)

Next scheduled evaluation _____