

**Performance Evaluation
Professional Service Negotiating Unit Employees
Morrisville State College**

Employee Name:

Title:

Supervisor:

Date:

Period of Evaluation:

Summary of Actual Performance: Prepare a brief, succinct, narrative evaluation of actual performance. Evaluation should be based upon the objective and criteria established in the performance program (attach additional page(s) if necessary).

Summary of information from secondary sources:

Employee Comments (attach an additional page if necessary)

Summary Rating (circle one)

Satisfactory

Unsatisfactory

Supervisor:

Reviewer:

Employee Signature

Distribution: Original - Personnel File, Copies - Employee, Supervisor, Reviewer