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***SUPERVISOR PREPARATION FOR PERFORMANCE APPRAISAL***

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Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

What are the employee's most important assets in performing this job?

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What were the employee's major achievements (results) in the past year?

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What are the areas in which the employee needs to improve?

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What areas of training and development is the employee interested in for the future?

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What are the employee's objectives for next year? (These will be the performance standards for the next review.)

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