



FY 2019/20 PERFORMANCE FEEDBACK

Name of Employee: _____ Date of Hire: _____

Date of Feedback _____

List goals as stated in the last performance review:

- 1.
- 2.
- 3.
- 4.
- 5.

Identify any significant accomplishments made in the past 6 months that relate to the above stated goals.

If this employee worked remotely during the COVID shutdown, please state the goals that were established for them for that timeframe.

What specific things did this employee accomplish while working remotely?

Was the working remotely successful in meeting your goals and expectations for this employee? Please explain.

Identify any areas for improvement or goal accomplishment that has not met your expectations.

GOALS & OBJECTIVES

List goals and objectives for the upcoming fiscal year (after discussion with the employee). Include the support that you will give to help your employee reach these goals.

1.

2.

3.

4.

5.

Supervisor: _____

Date: _____

Employee: _____

Date: _____

Comments:

Comments (continued):