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| **Type of Evaluation**[ ] Probationary Review [ ] Performance Improvement [ ] Annual [ ]  Other Click or tap here to enter text. | Performance PeriodFrom Click or tap to enter a date. To Click or tap to enter a date. |
| Employee Last NameClick or tap here to enter text. | Employees First NameClick or tap here to enter text. | Employee Middle InitialClick or tap here to enter text. |
| Employee Personnel NumberClick or tap here to enter text. | Job TitleClick or tap here to enter text. |
| Evaluator’s Name and PositionClick or tap here to enter text. |
| 1. **Interim review**

This section is used during the performance review period to adjust performance and expectations if circumstances changes and to document interim feedback for performance improvement. |
| Click or tap here to enter text. |
| 1. **Performance Review**

Provide a narrative assessment of the employee’s performance in relation to the main results and competencies expectations set upon hire.  |
| Review: How did the employee accomplish the expected main results and how well were they completed?Click or tap here to enter text. |
| Review: How did the employee accomplish the expected competencies and how well were they completed?Click or tap here to enter text. |
| Review: How did the employee demonstrate Trouves Health Care Corporation’s vision, mission and values during this review period?Click or tap here to enter text.  |
| 1. **Employee Goals**

This section is used by the employee to express their professional goals and areas they would like to grow. |
| Click or tap here to enter text. |
| **Acknowledgement of Performance Evaluation**The signature below indicates that the supervisor and employee have discussed the content of this evaluation. |
| DateClick or tap to enter a date. | Evaluator’s SignatureClick or tap here to enter text. |
| DateClick or tap to enter a date. | Employee’s SignatureClick or tap here to enter text. |
| Note: This is to be completed annually or when expectations and job duties change and performance improvement is needed. The supervisor provides a copy to the employee and the original is placed in the employee’s personnel folder. |