

## Six Month Evaluation

Employee First Name:	
Employee Last Name:	
Job Title:	
6 Month Review Date:	
Date of Next Review:	
Department:	
Employee:	
Supervisor:	
Action Number:	

## Overall Rating

Rate the employee's overall performance for the last six months. Comment specifically on how this employee's performance measures against expectations outlined in the essential functions of the job description and/or job summary. If overall rating is "Needs Improvement," a Job in Jeopardy form must be completed.

Overall Rating:	
<a href="#">Definitions of Ratings</a>	
Comments (If rating is "Needs Improvement," supervisor must complete Job in Jeopardy action in addition to this form.)	

## Goals and Objectives

### 3 Records

Display Order	Goal/Objective:	Plan of Action:	Expected Outcome/Results:

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**Comments**

**Comments**

Additional Comments:

Evaluating Department Head Comments:

Employee Comments:

Employee Certification:  
Do you certify that you met with your manager and discussed the details of this performance evaluation?