

HARTNELL COLLEGE

PERFORMANCE OBJECTIVE Plan FOR NEXT REVIEW PERIOD
This page is to be completed jointly by the employee and supervisor

Employee Name: _____

Classification/Position: _____

Performance objectives and plans for achieving objectives should be based on discussion of performance appraisal and supervisor's expectations for the next review period.

PERFORMANCE OBJECTIVES -- Goals for further improvements in job performance during the next evaluation period in order to meet or exceed standards for employee's present job or to develop employee skills:	PLANS FOR ACHIEVING OBJECTIVES -- Specific methods by which the employee can work toward accomplishing his/her performance objectives:

I have participated in a discussion of this evaluation: YES NO

I wish to discuss this with the Second Level Supervisor: YES NO

Employee's Signature: _____ Date: _____

FOR FINAL PROBATIONARY REPORTS ONLY

I recommend the employee be granted permanent status YES NO

Supervisor's Signature: _____ Date: _____

Discussed with employee on: _____ Date: _____

Second Level Supervisor's Signature: _____ Date: _____

HR Director's Signature: _____ Date: _____

Please return the completed evaluation with signatures to the HR Office.