



Woods Hole Oceanographic Institution Human Resources Office

ADMINISTRATIVE STAFF PERFORMANCE REVIEW (Employee to Complete)

Employee's Name:

Title:

Department:

Date:

MAJOR DUTIES: Please list below the principal responsibilities of the position which are different from and/or not included in the standard position description. Use additional sheets if necessary.

Has the job changed significantly during this evaluation period? Yes ☐ No ☐. If Yes, please describe the changes. Use additional sheets if necessary.

MAJOR ACCOMPLISHMENTS: Note below any activities and accomplishments completed during the evaluation period which you feel were of significant value and/or beyond the scope of your regular duties. This space can be used to comment on circumstances that may have affected your performance.

PERFORMANCE DEVELOPMENT: List areas where you feel performance improvement may be warranted, with suggestions of specific activities that you might undertake.

UPCOMING GOALS: Please note goals and objectives for the upcoming year as agreed to with your supervisor.

Employee's Signature:

Print Name:

Date:

Supervisor's Signature:

Print Name:

Date:
