**[NONPROFIT ABC]
Annual Performance Evaluation**

**Employee:
Title:
Supervisor & Title:
Signature and Date:**

The goal of the annual performance evaluation at **[NONPROFIT ABC]** is for employees to reflect on their performance over the previous year and to identify areas of peak performance and areas where performance could be improved. This document supports the first step in the process and helps to facilitate the conversation between the employee and their supervisor.

**Annual Performance Evaluation Steps:**

1. Employees should respond to the questions on the following page in a separate document. Please print one copy for your supervisor and return it to them with a completed (signed) copy of this cover sheet.
2. After the employee provides a copy of the written response and cover sheet to their supervisor, the supervisor and the employee will meet to review the employee’s performance. During this meeting, the employee and supervisor will also come to agreement on the employee’s goals for improvement for the upcoming year.
3. After the meeting, the supervisor will write a one to two page memo which summarizes the discussion during the meeting, provides additional feedback on the employee’s self-evaluation, and formalizes the employee’s goals for improvement. The employee will receive a copy of this memo, and if desired, can provide a written response.
4. As the last step of the process, both the supervisor and the employee will sign the supervisor’s memo to acknowledge that the evaluation process is complete and that all relevant documents have been reviewed and discussed together.

Please note that neither this form nor any action taken as a result of this form in any way alters the “employment at will” status of all employees at the **[NONPROFIT ABC]**.

**Review of Tasks and Accomplishments in the Previous Year**

Indicate the three to five primary duties of your position over the previous year. Use your job description as a resource if necessary. For each duty listed, comment on how well you performed your responsibilities. Use specific examples and quantifiable results when possible. Highlight achievements and note where improvement is needed. Include a description of the primary intended beneficiaries or audiences for each duty and describe how effectively their needs where met. Please keep your response to two single spaced pages or less.

**Additional Contributions to [NONPROFIT ABC] in the Previous Year**

Identify any additional areas in which you made work-related contributions to **[NONPROFIT ABC]** in the previous year. Please keep your response to one-half of a single spaced page or less.

**Review of Past Year’s Goals for Improvement**

If applicable, review the goals that you and your supervisor jointly established at the beginning of the year (or at any time during the year). Please comment on your progress toward achieving each goal. Highlight successful outcomes. Comment on further action that might be needed to fully accomplish the goal. Please keep your response to one single spaced page or less.

**Goals for Improvement for Upcoming Year**

Please propose at least three goals for professional and/or performance improvements for yourself in the coming year. For each, provide a brief plan for how you would accomplish the goal. If there is something you need from your supervisor or from **[NONPROFIT ABC]** to accomplish the goal, please mention it at the end of your plan. Please keep your response to one single-spaced page or less.

**Optional Final Statement**

Add a final statement addressing other relevant matters that could put your performance into perspective. Please keep your response to one-half of a single spaced page or less.