

*This form can be used throughout the year by either the employee or the supervisor to write down any achievements, demonstrations, or outcomes in various areas of job performance.*

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **Job Duties**

<b>Job Duties</b>	<b>Achievements / Demonstrations/Outcomes</b>	<b>Date</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

### **Universal Performance Dimensions**

<b>Universal Performance Dimensions</b>	<b>Achievements / Demonstrations/Outcomes</b>	<b>Date</b>
1.		
2.		
3.		
4.		
5.		

## Job-Specific Competencies

Job Specific Competencies	Achievements / Demonstrations/Outcomes	Date
1.		
2.		
3.		
4.		
5.		

## Development Progress / Other Needs

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