



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## CONFIDENTIAL INFORMATION

Employee Performance Evaluation

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Review Date: \_\_\_\_\_

## GENERAL QUALITY OF WORK

---

---

## DEPENDABILITY/PUNCTUALITY/ABILITY TO MEET DEADLINES

---

---

## JOB KNOWLEDGE

---

---

## INTERPERSONAL SKILLS

---

---

## COMMUNICATION SKILLS

---

---



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## MANAGEMENT SKILLS (IF APPLICABLE)

---

---

## PERFORMANCE OF RELATED JOB DUTIES

---

---

## PERFORMANCE SUMMARY

### Strengths

---

---

### Weaknesses

---

---

### Specific Accomplishments for the year

---

---

## EMPLOYEE DEVELOPMENT PLAN

Training, equipment or other opportunity that will assist in developing the employee performance.

---

---



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

EMPLOYEE FEEDBACK – This section is completed by the employee

What are your most important work related accomplishments over the last year?

---

---

What areas of your job performance need improvement?

---

---

Other concerns you would like to discuss

---

---

## **INCREMENTS**

- I approve a one step annual salary increase
- No salary increment warranted

## **SIGNATURES**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

RCUOG Executive Director signature: \_\_\_\_\_

Date: \_\_\_\_\_