

WILLIAMS COLLEGE
Office of Human Resources
Administrative Staff
Annual Performance Evaluation Form

Name:

Title:

Department:

(Review Period)

I. Review of Performance:

Based on the performance objectives and goals established during the last evaluation cycle, highlight the progress made in achieving them, specific accomplishments, strengths and areas needing improvement.

II. Goals for the year:

III. Overall Rating: Use the scale as a continuum.

| | | |
|----------------------------|--------------------|----------------------|
| Does not meet expectations | Meets expectations | Exceeds expectations |
|----------------------------|--------------------|----------------------|

Signatures:

Employee's Signature Date

Supervisor's Signature Date

Department Head's Signature (as appropriate) Date