

## West Virginia State University

Annual Performance Review: Goals & Expectations

EMPLOYEE INFORMATION		
Employee Name:	Supervisor Name:	
	Companies a Title	
Position Title:	Supervisor Title:	
Deventurent	Rating Period:	
Department:	Rating Period.	
	to	
Use this form for initial planning sessions, coaching	g, or when responsibilities, standards, or e	expectations must change.
DECDONCIBILITIES: Essential duties and responsibilities	and identified in the functional ich deser	intion
RESPONSIBILITIES: Essential duties and responsibilitie	s as identified in the functional job descr	iption.
PERFORMANCE STANDARDS and EXPECTATIONS: Obje	ectives to be accomplished during this ra	ting neriod
TENIONIVARGE STANDANDS and EXI ECTATIONS. OBJ.	terives to be decomplished daming this to	ting period.
ACKNOWLEDGEMENT: A discussion of duties, respons		
period took place on the date below. We acknowledge		how they will be used to
measure work-related performance during this period	d.	
Supervisor's Signature Date	Employee's Signature	Date