West Virginia State University

Annual Performance Review: Goals & Expectations

EMPLOYEE INFORMATION	
Employee Name:	Supervisor Name:
Position Title:	Supervisor Title:
Department:	Rating Period: to

Use this form for initial planning sessions, coaching, or when responsibilities, standards, or expectations must change.

RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job description.

PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during this rating period.
ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on the date below. We acknowledge our understanding of these items and how they will be used to measure work-related performance during this period.
Supervisor's Signature Date Employee's Signature Date