





---

---

---

---

---

---

*Begin by reviewing the position description, last year's performance appraisal and goals and any notes from meetings that you may have had with the staff member.*

*Nothing in the performance assessment should be a surprise to the staff member*

2. *Keep Notes*

*Get input from the staff member*

*Consider writing & requesting notes from other supervisors*

*Identify both strengths and development needs*

*Comment on progress or lack thereof since the last assessment period*