

SISLT GA Performance Evaluation Worksheet

Directions:

Start of Review Period: Complete the GA Profile information section and Columns A and B in Work Objectives section. With Supervisor, complete Column C.

End of Review Period: Complete Column D. With Supervisor, complete Column E.

GA Profile

NAME	TITLE		SISLT GA Performance Evaluation Worksheet
WORK ASSIGNMENT	INITIAL EMPLOYMENT DATE	DATE OF REVIEW	
EMAIL	REVIEW PERIOD (begin and end dates)		

Work Objectives

A. Job Duties (%)	B. Performance Expectations and Standards	C. Priority (1=Low; 2=Medium; 3=High)			D. Quality Indicators	E. Rating (1=Did Not Meet; 2=Met; 3=Exceeded)		
		1	2	3		1	2	3
		1	2	3		1	2	3
		1	2	3		1	2	3
		1	2	3		1	2	3
					OVERALL EVALUATION	1	2	3
SUPERVISOR'S COMMENTS		GA's COMMENTS						
SUPERVISOR'S SIGNATURE		DATE	GA's SIGNATURE				DATE	
			DIRECTOR'S SIGNATURE				DATE	