



National Solar Observatory
2007 PERFORMANCE REVIEW
for
Service and Crafts Staff

Instructions

Employee

*Please complete sections 1-5, then forward to your supervisor no later than **March 14, 2008** (in electronic or printed version). Your supervisor will complete sections 6-9, and will meet with you to discuss this performance review. You may add any comments in section 9 after your discussion with your supervisor.*

Supervisor

*After the employee completes sections 1-5, please complete sections 7-9, and then discuss the performance review and job description with the employee. Allow the employee to add any comments in section 9, and then forward to the next level supervisor(s) for signature if applicable. **Please return the completed form to the NSO Director's Office by March 24, 2008.***

Review Period: _____ **through** _____

Name: _____ **Department:** _____

Position: _____ **Supervisor:** _____

Time in Current Position: _____

1. List the major duties of your job.

2. Describe any changes you made to improve your work during the review period

To be completed by supervisor:

6. List major projects and goals for the upcoming review period:

7. Describe areas that should be improved, or developed during the next twelve months. Include any plans for education, training or other development activities needed to help the employee achieve the goals listed above.

8. Provide an overall summary of the employee's performance during the review period:

9. Additional employee comments after discussion of performance.

Job Description Reviewed *(please forward any updates to HR)*

Periodic reviews of progress towards goals and developmental opportunities recommended throughout the year.

Employee's Signature

Date

Supervisor's Signature

Date

Next Level Supervisor's Signature (If Applicable)

Date

Next Level Supervisor's Signature (If Applicable)

Date

THIS SECTION FOR HUMAN RESOURCES USE ONLY

Human Resources Signature

Date

Center Director Signature

Date

ABRA Data Entry _____