



# National Optical Astronomy Observatory

## 2008 PERFORMANCE REVIEW

for

### Service and Crafts Staff

#### Instructions

##### **Employee**

Please complete sections 1-5, then forward to your supervisor no later than **November 1, 2008** (in electronic or printed version). Your supervisor will complete sections 6-8, 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 6-8, 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, with the exception of the Center Director, (Human Resources will forward this form to the Center Director). **Return the completed form to the HR Supervisor (D'Andrea Williams) before December 31, 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* \_\_\_\_\_