ANNUAL REVIEW MEETING DOCUMENTATION

(SAMPLE)

MEMORANDUM

DATE:

TO: Human Resources
SVC 2172

FROM: [supervisor's name]

SUBJECT: Annual Review Meeting – [employee's name, ID number, class title, and position number]
Annual Review Period – [beginning date – end date]

This will serve to document the annual review meeting with [employee's name].

During the meeting, we reviewed the position description and determined that no changes were necessary. We discussed [employee's name] performance during the preceding year. I pointed out that the level of performance had slipped somewhat in the area of [area], even though this does not affect the overall rating for the period. I identified performance standards/expectations for the upcoming year, and we reviewed departmental goals and objectives.

The overall rating for this annual review period will remain [rating].

_____ _____
Supervisor's Signature Date

_____ _____
Employee's Signature Date

_____ _____
Higher-level Supervisor's Signature (Optional) Date

Copy to: Employee
Departmental Personnel File

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MEMORANDUM

DATE:

TO: Human Resources
SVC 2172

FROM: [supervisor's name]

SUBJECT: Annual Review Meeting – [employee's name, ID number, class title, and position number]
Annual Review Period – [beginning date – end date]

This will serve to document the annual review meeting with [employee's name].

During the meeting, we reviewed the position description and determined that no changes were necessary. We discussed [employee's name] performance during the preceding year. I pointed out how pleased I was to see significant improvement in the area of [area], even though this does not affect the overall rating for the period. I identified performance standards/expectations for the upcoming year, and we reviewed departmental goals and objectives.

The overall rating for this annual review period will remain [rating].

_____ _____
Supervisor's Signature Date

_____ _____
Employee's Signature Date

_____ _____
Higher-level Supervisor's Signature (Optional) Date

Copy to: Employee
Departmental Personnel File