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Officer of Administration

Performance Evaluation Form

***Goals Addendum***

**Office of Human Resources**

1. **Employee Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name (Last, First) | UO | Department | Position Title | Position Number |
| Performance Period | | Discussion Date | Supervisor Name | |

1. **Performance Goals**

As part of an OA’s performance evaluation this optional Goals Addendum can be used to assess performance on specific departmental or individual goals.

|  |  |
| --- | --- |
| **Previous Year Goals** | **Results** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

|  |
| --- |
| **Current Year Goals** |
| 1. |
| 2. |
| 3. |
| 4. |