



Sample Employee Performance Evaluation

By Colorado Nonprofit Association

Employee Name:

Title:

Review Period:

Position Responsibilities (including any new duties added) During the Evaluation Period:

Performance Review for [YEAR]

Overall Comments of Evaluator:

Summary of Accomplishments and Extent to Which Objectives Were Met for the Year:

Strengths:

In what areas is employee's performance particularly strong? Applicable factors: teamwork, interpersonal relationships, ability to plan, organize and carry out plans, communication skills, representation of Colorado Nonprofit Association to external stakeholders.

Improvements:

In what areas could employee improve his/her performance? Applicable factors: teamwork, interpersonal relationships, ability to plan, organize and carry out plans, communication skills, representation of Colorado Nonprofit Association to external stakeholders.

Performance Objectives for Coming Year

Responsibilities, Goals and Expectations During the Upcoming Review Period:

Development/Career Plan: