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| For Appraisal Period Ending: | Click or tap here to enter text. |
| Employee Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Department: | Click or tap here to enter text. |

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| **POSITION RESPONSIBILITIES** |
| Click or tap here to enter text. |

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| **EMPLOYEE ACCOMPLISHMENTS**  *Consider work responsibilities and behaviors (unit’s values, Honor Texas values of integrity, honesty, trust, fairness, and respect).* |
| Click or tap here to enter text. |

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| **EMPLOYEE IMPROVEMENT OR DEVELOPMENT AREA(S):** |
| Click or tap here to enter text. |

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| OVERALL PERFORMANCE APPRAISAL |
| **Appraisal Ratings:**   * **Exceeds Expectations:** Overall contribution consistently exceeded the communicated expectations in performance and conduct. Performance overall exceeds expectations. * **Exceeds Some Expectations:** Overall contribution consistently met and often exceeded the communicated expectations in performance and conduct. * **Meets Expectations:** Overall contribution consistently met the communicated expectations in performance and conduct. Overall performance is good and solid. * **Does Not Meet Some Expectations:** Overall contribution sometimes met the communicated expectations in performance and/or conduct. One or more responsibilities or competencies were not achieved. * **Does Not Meet Expectations:** Overall contribution was consistently below the communicated expectations in performance and/or conduct. Performance has not met key responsibilities.   ***Please provide an overall rating for the year along with summary comments.*** |
| Click or tap here to enter text. |

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| SUPERVISOR/EVALUATOR INFORMATION |
| Name of Evaluator/Supervisor: Click or tap here to enter text. |
| Title: Click or tap here to enter text. Signature: Click or tap here to enter text. |
| This performance appraisal was discussed with the employee on Click or tap to enter a date. |
| EMPLOYEE INFORMATION |
| Name of Employee: Click or tap here to enter text. |
| Title: Click or tap here to enter text. Signature: Click or tap here to enter text. |
| This performance appraisal was discussed with me on Click or tap to enter a date. |
| MANAGEMENT REVIEW |
| In the space below, please enter any comments on this evaluation (optional).  Click or tap here to enter text. |
| Department Head: Click or tap here to enter text. |
| Signature: Click or tap here to enter text. Date: Click or tap to enter a date. |

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| **EMPLOYEE COMMENTS** |
| *In the space below, please enter any comments on this evaluation (optional). Your comments are part of the appraisal and will be included in your personnel file. You may include an attachment.* |
| Click or tap here to enter text. |
| Signature: Click or tap here to enter text. |
| Comments provided on: Click or tap to enter a date. (date) |