Evaluation Follow-up Form

The following form is to be completed and signed by the appropriate service unit supervisor after reviewing the results of the unit’s evaluation and after a discussion with co-workers on needed changes identified in the evaluation process. The completion of this form is meant to stimulate reflection about the purpose of the unit and to encourage the best use of results of these evaluations. A copy of this form will be sent to the appropriate Vice-President and filed with the unit’s Service Review forms.

Service Unit ________________________________

Date of Review of Evaluations ________________

The unit’s strong points as identified by the evaluation are:

Opportunities for improvement identified by the evaluation are:

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Signatures:

Supervisor: ________________________________

Co-workers in unit:

____________________________________________________________________________________________

_____________________________________________________________________________________________