

THE GRADUATE CENTER

Office of Human Resources

Evaluation Conference Memorandum

This form is to be used for evaluations and at other times when formal guidance is needed.

A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions. At the conference, the employee's total performance and professional progress shall be reviewed and summarized below for inclusion in the employee's personnel file.

Employee Name: _____ Title: _____

College: _____ Department/Discipline: _____

Evaluator Name: _____ Title: _____

Semester: _____ Date of Evaluation Conference: _____

Signed: _____

Date: _____

Evaluator

I understand that my signature means only that I have read this memorandum and may attach any comments I wish.

Employee Signature: _____ Date: _____