Priority # Major Responsibility: Description of key tasks and areas of responsibility Individual Performance Measure(s) (Must have at least one measure to capture the key tasks listed above) **Mid-year Performance Rating** Unsatisfactory Performance Needs Successful Commendable Outstanding Performance Performance Improvement Performance Performance Comments: **Year-end Performance Rating** Unsatisfactory Performance Needs Successful Commendable Outstanding Performance Performance Improvement Performance Performance Comments:

Dept/Division:

Fiscal Year:

Employee: