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| Employee Name: | GEMS Employee ID #: |
| Position Title: | College/Div./Dept.: |

These standards and expectations based on the duties, responsibilities and requirements of the position must be met to obtain an overall “Achieves” rating:

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|  | **Standards / Expectations** | **Meets Standards / Expectations** | **Does Not Meet Standards / Expectations** |
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**Performance Indicators**

A follow-up evaluation will be prepared and presented on or about . Progress review meetings will be held **[Specify Frequency]**.

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| Supervisor Name (Print) Signature Position Title***My signature only acknowledges receipt of this document and does not necessarily imply my agreement.*** | Date |
| Employee Signature | Date |

Original to: Human Resources Copy to: Employee and Department