

Virginia State University
EMPLOYEE WORK PROFILE
INTERIM PERFORMANCE EVALUATION FORM

Employee Name:

Supervisor Name:

Meeting Date:

Performance Areas Fully Meeting Job Criteria or Job Responsibilities
Performance Areas Identified for Enhancement/Improvement
Additional Discussion Items (e.g., project updates, progress on priorities, training and professional development, employee's concerns)
Next Steps in Employee Development (for both the supervisor and employee)

Employee's Signature:

Date:

Supervisor's Signature:

Date: