Texas A&M AgriLife Administrative Services – Human Resources



## **DOCUMENTATION OF EVALUATION – SUGGESTED FORMAT**

vame	<del>)</del> :	Date:
	/Unit.:	
REM previo	IINDER The following documents should be reviewed as a bas bus achievement reports; previous evaluations; senior staff, stud- elevant memoranda.)	sis for this evaluation: previous plans of work;
I. Comparison and rating of objectives from plan of work with accomplishments from achievement report		
B C	<ol> <li>Research</li> <li>Project activities</li> <li>Manuscripts</li> <li>Evidence of a well planned and documented program</li> <li>Etc.</li> <li>Teaching (if applicable)</li> <li>Other (if applicable)</li> <li>Professional and self-improvement activities</li> </ol>	
II. S	Summary narrative of rationale for overall rating	
В	<ul><li>Achievements / strengths</li><li>Areas where improvement can/should be made</li><li>Overall rating</li></ul>	
II. S	mmary recommendations	
В	<ul><li>Should be retained as a staff member</li><li>Should be considered for early promotion</li><li>Other comments related to future employment in Texas AgriL</li></ul>	ife Research
Dept./	/Unit Head	Date
Ackno	owledged by	
	ments by faculty:	<del></del>
	nonto by labalty.	