

## NYU Tisch Performance Communication Supervisor Assessment Form

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### ACCOMPLISHMENTS

List the employee's accomplishments for AY 2023 – 2024. Include job responsibilities and behaviors. Where possible, describe results in terms of quantity, quality, cost, timeframe, etc. *(Limit: 1,500 characters\*)*

### DEVELOPMENTS

What skill set(s) did the employee develop and/or improve on from AY 2022 - 2023 to AY 2023 - 2024?  
What goals did they accomplish that were set forth in their previous review? *(Limit: 1,500 characters\*)*

### AREAS OF OPPORTUNITIES FOR IMPROVEMENT

Comment on opportunities and areas of improvement for employee.  
(Ex. Use valued behaviors, work productivity, and their work responsibilities as a reference.) *(Limit: 1,500 characters\*)*

What do you want the employee to accomplish in AY 2024 – 2025? List no more than **three** goals.  
(Limit: 1,500 characters\*)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADDITIONAL EMPLOYEE COMMENTS

(Optional) (Limit: 1,500 characters\*)

**HOW TO SAVE THIS FORM:**  
**SAVE AS: "Employee First & Last Name - Supervisor Form"**  
**IMPORTANT: USE NAME OF EMPLOYEE, NOT YOUR NAME.**  
**EXAMPLE: "John Doe - Supervisor Form" FOR EMPLOYEE JOHN DOE**