

ACADEMIC PROFESSIONAL REVIEW

University of Illinois at Urbana-Champaign

Department/Unit:

Name		Position Title	
Supervisor		Date Appointed	Date of Review
Major Duties & Responsibilities	Importance of Task	Review of Accomplishments	
(Supervisor and employee list major duties and responsibilities for the review period)	High, medium or low	(Supervisor summarize employee performance in terms of quality, productivity, creativity, communication skills, leadership, etc.)	

Employee Comments and Concerns:

(Comment on your performance, special accomplishments and improvements, and if desired, on the supervisor's comments and supervision. If your goals were not met last year, please comment on reasons they were not attained.)

Employee and Supervisor goals for the coming year:

(Include how employee fits into the department and its mission.)

The employee and supervisor discussed and understand the contents of this review.

Employee Signature	Date
Supervisor Signature	Date

Review by Department Head	Date
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