



**Section 2: Quarterly progress and comments.**

a) 1<sup>st</sup> Quarter progress review date: \_\_\_\_\_

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

b) 2<sup>nd</sup> Quarter progress review date: \_\_\_\_\_

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

c) 3<sup>rd</sup> Quarter progress review date: \_\_\_\_\_

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

d) 4<sup>th</sup> Quarter formal evaluation date: \_\_\_\_\_

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Supervisors : Please complete this form with employees and send original to HR Director keeping a copy for quarterly reviews. Upon completion of the Employee Performance Standards Evaluation Form at year end attach a copy of this form to the evaluation form and submit to the HR Director for the employees personnel file.