



Management
Personnel Plan

**ADMINISTRATIVE REVIEW OF
VICE PRESIDENT PERFORMANCE**

Name of Vice President

Name of Evaluator (optional)

Review Period

BASIS FOR EVALUATION

Please explain how you have come to have knowledge of this Vice President's performance.

How frequently do you interact with this Vice President?

I do not feel that my interactions with this employee provide a sufficient basis for an informed assessment of his/her performance (please forward to President).

PERFORMANCE ASSESSMENT

A. Describe specific instances of effective performance of which you have firsthand knowledge.

B. On the basis of your firsthand knowledge, describe specific areas in which you believe the Vice President's performance could be strengthened.

RETURN COMPLETED FORM (IN CONFIDENTIAL ENVELOPE) TO PRESIDENT