

Boone County Public Library
A.P.O.P.
[Annual Piece of Paper]

Employee: _____
Anniversary Date: _____
Supervisor: _____

The following topics were discussed	
Achievements and challenges during the past year	_____
Suggestions for improving work process and environment	_____
Opportunities for employee growth and development	_____
Performance and/or career goals for the coming year	_____
Job description	_____

Comments:

Employee	_____	_____
	<i>Signature</i>	<i>Date</i>
Supervisor	_____	_____
	<i>Signature</i>	<i>Date</i>
Director	_____	_____
	<i>Signature</i>	<i>Date</i>

Employee meets or exceeds performance expectations YES _____ NO _____ **
****If NO, a Performance Improvement Plan must be on file. Employee performance will be reconsidered on: DATE _____**