

management **talent**
exchange program

3- MONTH EVALUATION FORM

Participant and host supervisor must complete this performance evaluation at the end of the Exchange, based upon the agreed workplan. **Completed evaluation forms are due Thursday, December 12th**

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| Participant Name | |
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| Host Organization | |
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| Host Supervisor | |
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| Date | |
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Section 1 (Participant): Looking Back

List your assigned objectives and describe the level and quality of results you achieved for each. List any reason for not meeting certain objectives, if applicable.

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List meaningful contributions you have made.

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What did you learn?

Section 2 (Participant): Looking Forward

Suggest objectives for carrying this experience forward.

Identify steps that you want to take to continue your learning and develop new talents for future positions.

Section 3: Supervisor's Comments

Please review participant's progress and contributions during their MTEP assignment. Please add any suggestions regarding future development

Participant's Signature

Date

Supervisor's Signature

Date