

**UNIVERSITY OF PENNSYLVANIA**  
**PERFORMANCE AND STAFF DEVELOPMENT PROGRAM**  
**COMMENT SHEET**  
*OPTIONAL*

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<b>Staff Member's Name (Type/Print)</b>	<b>Job Title</b>	<b>Date of Appraisal</b>
<b>Staff Member's Penn ID Number</b>	<b>Department</b>	<b>Appraisal Period</b> <b>From      To</b>
<b>Supervisor's Name</b>		

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You may use the Performance and Staff Development Program Comment Sheet to comment on any aspect of the performance and staff development process. When completed, the Comment Sheet should be given to your supervisor. The document will be forwarded to Human Resources/Staff Relations and will become a part of your official personnel file. Please include your name and Penn ID Number at the top of any additional sheets used.

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Staff Member's Signature	Date
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