

**Facilities Services
Higher Level Duty
2-way feedback form**

Employee: _____ Manager/Supervisor: _____
Perm job title: _____ Shop #: _____
Dates of HLD assignment: _____

Brief description of higher level duties assigned: _____

In our post-HLD discussion on _____ we
discussed the following:

Manager's/Supervisor's feedback (May include notable successes, evaluation of performance of regular day-to-day duties, evaluation of handling of any unexpected or extraordinary challenges, areas of performance needing improvement, suggestions for training, clarification of expectations. Give specific examples.)

Include comments and examples regarding performance in these areas:

Leadership and direction of subordinates (if applicable) _____

Planning and organizing work _____

Problem solving _____

(Continued on reverse side)

