

**The University of Georgia
College of Agricultural and Environmental Sciences**

Department/Unit _____

Notification of Completion of Staff Evaluations

I certify that staff evaluations have been completed for each employee in my area of responsibility and the evaluations have been reviewed with each staff member and the appropriate administrator(s). The evaluation forms will be treated as confidential and a copy will be retained in the department/unit file.

Signature of Appropriate Administrator, Title, Date

Note: Please return this form to CAES Employee Relations, 203B Conner Hall, by January 31st of each year.