

**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 Business Office, 215 Conner Hall, by March 31<sup>st</sup> of each year.