

# Employee Performance Review Form

<b>Name of Employee:</b>		<b>Employee Title:</b>	
<b>Name of Supervisor:</b>		<b>Performance Period:</b>	

## A. Current Objectives and Duties

1. Outline the objectives set for the current performance period and highlight any notable changes to the job description since the previous year's performance evaluation.

## B. Performance Evaluation (include any supplementary materials as necessary)

1. Request the employee to complete a self-assessment of their performance, based on the current objectives and duties outlined above.
2. Present your evaluations of the Performance Competencies (Section C below) to inform your assessment.
3. Assess and discuss the employee's performance and progress in their role. Base your assessment on the job requirements, achievement of the set objectives from the past year, and your observations of the employee's accomplishments.
4. Are there any areas where the employee has shown exceptional performance that warrant recognition? Provide specific instances.
5. Are there areas where the employee's performance requires more focus or improvement? Offer specific examples.
6. In what capacity is the employee prepared for added responsibility? What additional training might they require to excel?

## C. Performance Competencies

Depending on position, some competencies may be more relevant than others.

### Performance Grid parameters

5	Exceptional
4	Highly Effective
3	Proficient
2	Inconsistent
1	Unsatisfactory
NA	New, Not Applicable

		5	4	3	2	1	N
<b>5 Exceptional:</b>	Performance is consistently superior and significantly exceeds position requirements.						
<b>4 Highly Effective:</b>	Performance frequently exceeds position requirements.						
<b>3 Proficient:</b>	Performance consistently meets position requirements.						
<b>2 Inconsistent:</b>	Performance meets some, but not all position requirements.						
<b>1 Unsatisfactory:</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.						
<b>N/A New or Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.						
1.	Skill and proficiency in carrying out assignments <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Possesses skills and knowledge to perform the job competently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Skill at planning, organizing and prioritizing workload <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proficiency at improving work methods and procedures as a means toward greater efficiency <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communicates effectively with supervisor, peers, and customers <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ability to work independently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to work cooperatively with supervision or as part of a team <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Willingness to take on additional responsibilities <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional performance competencies for employees with supervisory responsibilities</b>							
12.	Displays fairness towards all subordinates. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Identifies performance expectations, gives timely feedback and conducts formal performance appraisals. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Delegates responsibility where appropriate, based on the employee's ability and potential. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Takes timely and appropriate corrective/disciplinary action with employees. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## D. Goal Setting and Planning for Growth

1. Enumerate the employee's performance objectives for the forthcoming year:
2. How do these objectives harmonize with the departmental goals?

3. Outline the employee's developmental objectives for the forthcoming year:
4. How do you plan to offer guidance and support to the employee in achieving their goals over the next year?
5. Employee Feedback (Optional)
6. The employee has the opportunity to provide feedback on the performance review in the designated space below.

**E. Employee Feedback (Optional)**

The employee may comment on the performance review in the space provided below.

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*Please sign below to confirm receipt of this document by the employee.*

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature of Employer or Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_