

Employee Name	Employment Date	Employee Department	Reviewing Manager
Date of Last Review	Current Review Date	Position Title	Date of Present Assignment

SECTION I: DESCRIBE ASSIGNMENTS AND MAJOR RESPONSIBILITIES FOR REVIEW PERIOD.

SECTION II: SUMMARIZE THE STATUS OF KEY GOALS. INDICATE WHETHER GOALS WERE ACHIEVED OR NOT ACHIEVED.		
GOALS		COMPLETION COMMENTS
Goal 1	☐ Achieved ☐ NOT Achieved	
Goal 2	☐ Achieved ☐ NOT Achieved	
Goal 3	☐ Achieved ☐ NOT Achieved	
Goal 4	☐ Achieved ☐ NOT Achieved	
Goal 5	☐ Achieved ☐ NOT Achieved	

SECTION III: GENERAL COMMENTS AND SUMMARY RELATING TO THE STATUS OF ABOVE GOALS, ATTAINMENT, DIFFICULTY OF GOALS, AND IMPACTING FACTORS.

SECTION IV: EVALUATE AND DESCRIBE PERFORMANCE AND ACCOMPLISHMENTS USING THE FOLLOWING PERFORMANCE GROUPINGS:

The sub-headings for each group are suggested criteria to be evaluated and are not intended to be all-inclusive and may be changed, deleted or added to as required. The comments area for each should be used for expansion, explanation, description of strengths and/or problem areas for each grouping. Specific improvement actions, however, should be described in the following section. Select the appropriate term below to describe performance for each category and check off the appropriate rating number. Enter "NA" where the category does not apply to this position.

Consistently, over time, performs all duties in an exceptional manner; significantly exceeds expectations with exceptional quality, quantity and timeliness of work; significantly exceeds all objectives, always achieves exceptional results well beyond those expected of the position. Note - usage of this category is highly limited.

EXCEPTIONAL

5

Consistently exceeds the normal expectations for the position; exceeds expected criteria for quality, quantity and timeliness of work; consistently exceeds goals and objectives; achieves results beyond those expected for the position.

EXCEEDS

4

Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.

MEETS

3

Performs many duties in a capable manner; meets some goals and objectives, but requires improvement in quality, quantity and timeliness of work to achieve overall satisfactory performance; may require more supervision than expected for assignment. Could be the performance level of those new to a position.

MARGINAL

2

Unacceptable performance suggesting lack of willingness and/or ability to perform the requirements of the position. Separation or reassignment is indicated unless performance improves significantly. Requires excessive supervision.

UNSATISFACTORY

1

PERFORMANCE RESULTS

1. QUALITY OF WORK

Accuracy, neatness, confidentiality. Completes assignments, processes, maintenance thoroughly. Works independently when necessary. Processes necessary paperwork with attention to detail.

Comments :

Rating:

5
4
3
2
1

2. QUANTITY OF WORK

Completes assignments by or before deadline. Produces acceptable quantity of work. Works at a steady pace regardless of environmental pressures.

Comments :

Rating:

5
4
3
2
1

PERFORMANCE FACTORS

3. JOB KNOWLEDGE AND TECHNICAL APPLICATION

Exhibits necessary job knowledge and technical skills. Keeps job knowledge and technical skills current.

Comments :

Rating:

5
4
3
2
1

4. ORGANIZATION AND PLANNING

Schedules time effectively. Prioritizes assignments to avoid crises. Keeps work area orderly. Initiates activities to stay busy and productive when necessary.

Comments :

Rating:

5
4
3
2
1

5. DECISION MAKING AND PROBLEM SOLVING

Presents and weighs alternatives before making decisions. Consults others when appropriate. Anticipates and prevents problems. Generates alternative solutions and selects optimal solution.

Comments :

Rating:

5
4
3
2
1

6. ADAPTABILITY Shows flexibility in responding to change. Willingly takes on new responsibilities. Effectively handles pressure. Comments :	Rating: 5 4 3 2 1
7. DEPENDABILITY Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization. Comments :	Rating: 5 4 3 2 1
8. INITIATIVE Persistence and resourcefulness. Sees beyond immediate assignments and acts on opportunities and problem areas. Generates new ideas and practices self-development. Comments :	Rating: 5 4 3 2 1
INTERPERSONAL SKILLS	
9. COMMUNICATION Presents ideas effectively and listens to others. Writes clear, concise documentation. Provides professional service to both internal and external clients. Comments :	Rating: 5 4 3 2 1
10. SUPERVISION Accepts direction and supervision in a positive manner. Keeps supervisor advised of problems, ideas, and decisions when needed. Comments :	Rating: 5 4 3 2 1
11. TEAMWORK Works well with others. Demonstrates responsiveness to requests from others. Provides assistance when needed. Helps resolve conflicts. Comments :	Rating: 5 4 3 2 1

SECTION V: SUMMARY AND OVERALL EVALUATION	Overall Rating: 5 4 3 2 1
Total Points _____ / 11* = _____ Overall Rating <i>*(use number of categories rated)</i>	

SECTION VI: FUTURE GOALS AND SUGGESTED IMPROVEMENTS

SECTION VII: COMMENTS OF EMPLOYEE

Approvals

_____	_____	_____	_____
Direct Supervisor	Date	Employee	Date
_____	_____	_____	_____
Next Level Management	Date	Human Resources	Date

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.