Employee Name:

Hire Date:

Department:

Position Title:

Review Date:

Supervisor’s Name:

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| **COMPETENCIES** | | |
| For each competency, evaluate all related behaviors performed throughout the evaluation period and select an overall rating. | | |
| **Rating Scale** | | |
| ***E*** | **Exceptional Performance** | Frequently exceeded expectations and served as a role model to others. **Exceptional contributor** |
| ***S*** | **Successful Performance** | Consistently met all expectations.  **Solid contributor** |
| ***I*** | **Improvement/Development Needed** | Performance needs improvement.  **Development encouraged in this area** |
| ***U*** | **Unsatisfactory Performance** | Consistently failed to meet expectations.  **Significant improvement is needed** |
| ***N/A*** | **Not Applicable** | Not expected to do during review period. New to competency. Not sufficient time to demonstrate. |
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| **1. PROFESSIONALISM** | **Rating** |
| **a) Attitude** – Interest and enthusiasm toward the job, coworkers, and the organization. |  |
| **b) Responsibility** – Willingness to accept and complete job tasks and to comply with rules and regulations. |  |
| **c) Dependability** – The ability to carry out assignments and follow through with minimal supervision, as well as be reliable, conscientious, and timely. |  |
| **d) Professional/Personal**– Demonstrates initiative to improve knowledge, skills, and performance through a variety of methods. |  |
| **e) Attendance**– Proper use of leaves, punctual, and makes requests for annual leave in a timely manner, as well as provides proper notification when sick and unable to report to work. |  |

***Comments (indicate examples of behaviors to support the rating):***

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| **2. WORK** | **Rating**  **Supervisor Rating** |
| **a) Job Knowledge**– Understanding of the job expectations, skills, methods, and procedures, as well as the application of that knowledge and skill. |  |
| **b) Work Quality**– Degree of accuracy and thoroughness of work completed, as well as maintaining a consistent level of work. |  |
| **c) Customer Service**– Positive interaction with internal and external customers. |  |
| **d) Communication**– Maintains active, consistent, and acceptable levels of communication (written and oral) with internal and external customers. |  |
| **e) Teamwork**– The ability to be cooperative, promote good relations, build rapport and trust, accept and express suggestions and criticism in a positive manner, and be sensitive to the needs and feelings of others. |  |

***Comments (indicate examples of behaviors to support the rating):***

|  |  |
| --- | --- |
| **3. LEADERSHIP & MANAGEMENT FACTORS:** | **Rating** |
| **a) Leadership Skills**– Leads unit with entrepreneurial vision; develops a team-oriented environment with shared goals and objectives; identifies and implements solutions to address areas of weakness in the organization. |  |
| **b) Supervisory Skills**– Work is appropriately delegated; employees or supervisees are given opportunities to develop their potential; constructive feedback is given both formally and informally; appropriately recruits and trains new employees. |  |
| **c) Resource Management** – Manages resources (technology, equipment, budget, and space) and advocates when additional resources are needed; develops and manages work within budget. |  |

***Comments (indicate examples of behaviors to support the rating):***

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| **MAJOR PERFORMANCE OBJECTIVES:** *(employee and supervisor)* |

***List of review period performance objectives along with your evaluation of meeting those objectives.***

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| **MAJOR PERFORMANCE OBJECTIVES FOR UPCOMING REVIEW PERIOD:** *(employee and supervisor)* |

***Please develop these in collaboration with your supervisor and list as many as appropriate.***

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| **PERFORMANCE SUMMARY:** *(outcomes / accomplishments)* |

***Employee Comments:***

***Supervisor Comments:***

**Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Level Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Reviewer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**