

Employee Performance Review

ANNUAL

Employee Name	
Evaluator's Name	
Date Annual is Due	
Date Discussed	
Date Shared with Employee to Review	

Rating Scale	
5 - Outstanding	Performance is consistently exceptional and significantly exceeds job requirements.
4 - Exceeds Expectations	Performance generally exceeds job requirements.
3 - Meets Expectations	Performance repeatedly satisfies job requirements.
2 - Needs Improvement	Performance meets a few, but not all job requirements.
1 - Unacceptable	Performance repeatedly fails to meet the minimum job requirements; the employee lacks the knowledge or skills required or fails to use the necessary skills.
N/A - New or Not Applicable	Employee has not been in the role long enough to have demonstrated the necessary elements of the role and will be reviewed at a later agreed upon time.

General Evaluation

<p>Organizational Knowledge & Compliance: Demonstrates knowledge of the standard operating procedures, processes and equipment necessary for this role. Attendance is excellent at work, PD, department meetings; complies with policies and procedures.</p>	<div style="background-color: #444; color: white; padding: 5px; border-radius: 10px; display: inline-block;">SELECT ONE ▾</div>
<p><i>Demonstration of Strengths / Areas of Required Growth</i></p>	<p><i>Employee Comments</i></p>

Communication/Interpersonal Skills: Has effective and appropriate verbal and written communication and listening skills. Remains accessible and available to other employees as needed. Responds positively to constructive feedback. Establishes effective working relationships. Promotes a successful team environment.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
Skillset: Possess all the knowledge and expertise to effectively perform the assigned duties. Demonstrates interest in completing assigned training to obtain new skills and/or proactively masters new competencies independently.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
Quality of Work: Demonstrates high quality of work in general; ensures thoroughness, accuracy, completeness of work. Meets deadlines and is prompt.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
Initiative: Demonstrates resourcefulness, versatility, and teamwork qualities necessary to conceptualize and carry out additional duties.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	

Vision: Exhibits organizational values in the workplace; promotes strong support of Region 9's mission and vision .		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
Problem Solving: Displays a practical approach to problem solving; develops creative solutions; skilled in proposing optional solutions.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
Professional Growth: Evidence of professional growth; willing to learn new practices in the field with an open mind. Actively pursues professional goals.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	
<i>Only complete if the employee evaluation is for a supervising role.</i>		
Supervisor or Manager Competencies: Demonstrates effective vertical and lateral communication; manages effective use of resources, including finances, program goals and staff; Promotes professional growth in staff; seeks input and feedback from staff; effectively delegates tasks; clearly communicates and regularly checks in with supervisees regarding expectations and job performance.		SELECT ONE ▾
<i>Demonstration of Strengths / Areas of Required Growth</i>	<i>Employee Comments</i>	

Additional Comments:

Employee Self Assessment & Goals:

Employees: please answer the questions below before your scheduled meeting with your supervisor.

1. I enjoy the majority of the responsibilities and tasks associated with my position.

Rating:

Strongly agree ▾

Employee Comments:

2. There are specific parts of my role that I prefer over others.

Rating:

Strongly agree ▾

Employee Comments

3. My job description is an accurate representation of my role and responsibilities.

Rating:

Strongly agree ▾

Employee Comments:

4. I have contributed to my department and the company in a way that I'm proud of over the last year.

Rating:

Strongly agree ▾

Employee Comments:

5. I have met my previously established goals over the last year.

Rating:

Strongly agree ▾

Employee Comments:

GOALS

Employee to complete

Previous Goals Achieved:	*Required: Please type answer here
Previous Goals Currently Working Toward:	*Required: Please type answer here
New Goal to Work on Over Next Year:	*Required: Please type at least <u>one goal</u> here 1. 2.

Employee Acknowledgement: I have read this evaluation and have been given the opportunity to discuss the contents with my supervisor. I understand that I may make comments in the space provided or attach them to this document. I understand that my position is contingent upon Region 9 receipt of sufficient State/Federal/Other funds.

Signature of Employee

Date

Supervisor Acknowledgement: I have reviewed and discussed this evaluation with the employee.

Signature of Supervisor

Date