# 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**

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.		SELECT ONE
Demonstration of Strengths / Areas of Required Growth	Employee Comments	

Communication/Interpersonal Skills: Has effective and appropriate verbal listening skills. Remains accessible and available to other employees as neconstructive feedback. Establishes effective working relationships. Promotes	eded. Responds positively to SELECT ONE
Demonstration of Strengths / Areas of Required Growth	Employee Comments
<b>Skillset:</b> Possess all the knowledge and expertise to effectively perform the interest in completing assigned training to obtain new skills and/or proactive independently.	
Demonstration of Strengths / Areas of Required Growth	Employee Comments
<b>Quality of Work:</b> Demonstrates high quality of work in general; ensures tho completeness of work. Meets deadlines and is prompt.	oroughness, accuracy, SELECT ONE
Demonstration of Strengths / Areas of Required Growth	Employee Comments
Initiative: Demonstrates resourcefulness versatility and teamwark qualities	a necessary to concentualize and
<b>Initiative:</b> Demonstrates resourcefulness, versatility, and teamwork qualities carry out additional duties.	SELECT ONE SELECT ONE
Demonstration of Strengths / Areas of Required Growth	Employee Comments

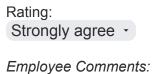
<b></b>	<u> </u>
Vision: Exhibits organizational values in the workplace; promotes strong suvision.	upport of Region 9's mission and SELECT ONE
Demonstration of Strengths / Areas of Required Growth	Employee Comments
<b>Problem Solving:</b> Displays a practical approach to problem solving; developroposing optional solutions.	ops creative solutions; skilled in
Demonstration of Strengths / Areas of Required Growth	Employee Comments
Professional Growth: Evidence of professional growth; willing to learn new practices in the field with an	
open mind. Actively pursues professional goals.	
Demonstration of Strengths / Areas of Required Growth	Employee Comments
Only complete if the employee evaluation is for a supervising role.	
Supervisor or Manager Competencies: Demonstrates effective vertical a	nd 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.	
monstration of Strengths / Areas of Required Growth Employee Comments	
Demonstration of Changing / Anada of Acquired Crown	Zinployee Commonto

### **Additional Comments:**

#### **Employee Self Assessment & Goals:**

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

<ol> <li>I enjoy the majority of the responsibilities and tasks associated wit</li> </ol>	th my position.
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2. There are specific parts of my role that I prefer over others.

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Rating:
Strongly agree 

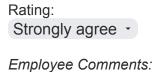
Employee Comments
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3. My job description is an accurate representation of my role and responsibilities.

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Rating:
Strongly agree 

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



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.

<b>Employee Acknowledgement:</b> I have read this evaluation a understand that I may make comments in the space provided Region 9 receipt of sufficient State/Federal/Other funds.		
Signature of Employee	 Date	
Supervisor Acknowledgement: I have reviewed and discus	sed this evaluation with the employee.	
Signature of Supervisor		