

Employee Performance Review Form

Employee Information

Employee Name:		Review Period:	
Job Title:		Review Date:	
Dept/Function:			
Manager:			

Review Guidelines

Employee: One month prior to annual review, complete Self-Assessment and send to Manager.

Manager: One month prior, request Employee Self-Assessment and request Team Inputs from team members.

Current Goals and Objectives

List goals/objectives for current time period (semester/year) in a format that is Specific, Measurable, Attainable, Realistic, and Time-sensitive (SMART). Were the goals/objectives achieved? If yes, what are opportunities to stretch goals/objectives next time? If not, what could/should have been done differently to be more successful? Please use reverse, as needed.

Current Period Goals
1.
2.
3.

Current Period Objectives	Measure	Timeframe	+/-
1.			
2.			
3.			
4.			
5.			



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Evaluation

Use this rating key for the following evaluation. Select appropriate rating for each competency area, and calculate results for overall rating. Note that MGMT competencies apply to evaluation of Supervisor/Managers only.

ASSESSMENT	DESCRIPTION
Exceeds Expectations	<ul style="list-style-type: none"> Consistently performs above expected level of proficiency for position Works independently; sought as trainer/mentor for new hires Exhibits strong and consistent leadership
Fully Competent	<ul style="list-style-type: none"> Recognized as a valuable team contributor Fully competent in her/his position Demonstrates professional attributes appropriate for level
Requires Development	<ul style="list-style-type: none"> Has not had sufficient exposure Inconsistently meets expectations of set objectives/job description Not appropriately self-sufficient
Unacceptable	<ul style="list-style-type: none"> Fails to meet expectations of set objectives/job description Does not demonstrate professional attributes appropriate for level Immediate improvement required

	(4) = Exceeds Expectations	(3) = Fully Competent	(2) = Requires Development	(1) = Unacceptable
Active Learner/Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptable to Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds Strategic Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Good Decision-making and Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Planner & Organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Directed and Results-Oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team-BUILDER and Collaborator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands/Demonstrates Job Knowledge/Technical Expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Values Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGMT: Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGMT: Managing/Delegating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGMT: Staff Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Professional Development

Provide additional detail and commentary regarding the competency areas rated above. In particular, note (a) areas of under-performance and suggestions for development/improvement and/or (b) areas of exceptional performance and opportunities for growth.

Competency Area for Improvement/Growth	Recommended Action	Timeframe
1.		
2.		
3.		
4.		
5.		
Supervisor/Manager Comments:		

Next Period Goals and Objectives

Set new goals for upcoming time period (semester/year) in a format that is Specific, Measurable, Attainable, Realistic, and Time-sensitive (SMART).

Objectives	Measure	Timeframe
1.		
2.		
3.		
4.		
5.		

Verification of Review

Employee's signature on this document does not necessarily indicate agreement with the content of this review. It only indicates that the review has been discussed with the employee in its entirety. Employee may provide comments on reverse, if desired, but not required.

Employee Signature

Date

Manager Signature

Date