

Performance Review Form

Job Definition

Employee's Name:

Title:

Supervisor:

Review Period:

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.

2. If performance goals were set at the last performance review, attach a copy of these goals and comment on the employee's progress.

Performance Competencies (Depending on position, some competencies may be more relevant than others.)

[illegible]

[illegible]

Performance Summary (attach additional pages as necessary)

1. List aspects of employee's performance that contribute to his or her effectiveness.
2. List aspects of employee's performance that require improvement for greater effectiveness.
3. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

Goal Setting and Development Planning

4. List the employee's performance goals for the coming year:
5. List the employee's development goals for the coming year:
6. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

This annual performance review will become part of your personnel file. Please sign below to acknowledge that you have received this document.

Employee's Signature:

Date:

Supervisor's Signature:

Date: