



**CONFIDENTIAL
ANNUAL PERFORMANCE EVALUATION FORM**

Employee:		Date:	
Position:		Supervisor Name & Title:	
Directorate:		Evaluation Period:	

General Information:

The information recorded on this form will become part of the employee’s personnel record and may be used in decisions concerning advancements, future training needs, and merit increases.

Evaluation meetings should be held in a quiet, private setting free from interruptions or distractions. The date, time and place should be scheduled by the supervisor and communicated to the employee in advance.

If areas are identified as needing improvement, a plan will be developed jointly by the supervisor and employee once the evaluation has been reviewed. Signatures verify that the supervisor has discussed the evaluation with the employee, but it does not necessarily indicate agreement by the employee. Employees are encouraged to note comments on the evaluation form.

Rating Definitions:

Exceptional (4) - Performance consistently exceeded expectations in all essential areas of responsibility due to exceptionally high quality and timeliness of work. This individual exceeded deadlines and completed all objectives and responsibilities. All annual objectives were exceeded. This individual needs no supervision. This individual sought out innovative solutions to accomplish objectives and made one or more unique contributions in support of the unit, department or organization’s objectives.

Exceeds Expectations (3) - The employee frequently exceeded expectations for responsibilities, and the quality of work overall was excellent. All annual objectives were met. This rating is for unusually effective employees who perform above what is normally expected. This individual requires little supervision.

Meets Expectations (2) - The employee’s performance met expectations in most or all areas of responsibility. The quality of work overall was good. Any minor areas where performance should have been better are counterbalanced by above satisfactory performance in other areas. Supervision required is generally appropriate for the position. The most critical annual objectives were met.

Below Expectations (1) – Performance did not consistently meet expectations and/or performance failed to meet expectations in one or more essential areas of responsibility and/or one or more critical objectives were not met. The quality of work overall did not fully meet expectations. This individual requires close supervision. Performance could be improved and developed. A professional development plan to improve performance is outlined in section III.

SECTION I – PERFORMANCE REVIEW

PART I - Core Job Responsibilities

Core job responsibilities are extracted from the Position Description. Select up to five (5) responsibilities that have been the highest priority during the review period. Provide rating and description of performance for core responsibilities. Provide comments highlighting key accomplishments and results. Identify any areas for growth or improvement.

CORE JOB RESPONSIBILITY #1:
RATING: 1 Below Expectations 2 Meets Expectations 3 Exceeds Expectations 4 Exceptional
Description of performance:

CORE JOB RESPONSIBILITY #2:
RATING: 1 Below Expectations 2 Meets Expectations 3 Exceeds Expectations 4 Exceptional
Description of performance:

CORE JOB RESPONSIBILITY #3:
RATING: 1 Below Expectations 2 Meets Expectations 3 Exceeds Expectations 4 Exceptional
Description of performance:

CORE JOB RESPONSIBILITY #4:
RATING: 1 Below Expectations 2 Meets Expectations 3 Exceeds Expectations 4 Exceptional
Description of performance:

CORE JOB RESPONSIBILITY #5:
RATING: 1 Below Expectations 2 Meets Expectations 3 Exceeds Expectations 4 Exceptional
Description of performance:

SECTION I – PERFORMANCE REVIEW

PART 2 - *Employee Self Assessment Comments*

This section is to be completed by the employee.

- 1. List any circumstances that prevented you from achieving your responsibilities.

- 2. What actions or activities will you take to improve your performance?

- 3. What additional tools can management provide to help you be more successful on your job or further your professional development?

- 4. How will you measure your achievement toward these responsibilities at your next review?

SECTION II – GOAL REVIEW

PART I - Last Quarter & Ongoing Goals

This section will capture a review of goals since the last coaching session and should reflect performance against any ongoing goals.

ORGANIZATION / DEPARTMENT GOAL #1:
EMPLOYEE GOAL #1:
Description of performance:

ORGANIZATION / DEPARTMENT GOAL #2:
EMPLOYEE GOAL #2:
Description of performance:

ORGANIZATION / DEPARTMENT GOAL #3:
EMPLOYEE GOAL #3:
Description of performance:

ORGANIZATION / DEPARTMENT GOAL #4:
EMPLOYEE GOAL #4:
Description of performance:

SECTION III – LOOKING AHEAD

New and Revised Goals for Next Performance Period

1. What additional new goals and/or revised goals are realistic in this next coaching period? Individual objectives should align with the goals/objectives of the department and the organization’s strategic plan.

a) _____

b) _____

c) _____

d) _____

2. What additional training(s)/experience will benefit you in achieving these goals?

3. What management action(s) could be taken to assist you in accomplishing your goals and/or meeting the responsibilities in your job description?

4. How will progress against the goals be measured?

SECTION IV – OVERALL PERFORMANCE RATING

- Exceptional** - Performance consistently exceeded expectations in all essential areas of responsibility due to exceptionally high quality and timeliness of work. This individual exceeded deadlines and completed all objectives and responsibilities. All annual objectives were exceeded. This individual needs no supervision. This individual sought out innovative solutions to accomplish objectives and made one or more unique contributions in support of the unit, department or organization’s objectives.

- Exceeds Expectations** - The employee frequently exceeded expectations for responsibilities, and the quality of work overall was excellent. All annual objectives were met. This rating is for unusually effective employees who perform above what is normally expected. This individual requires little supervision.

- Meets Expectations** - The employee’s performance met expectations in most or all areas of responsibility. The quality of work overall was good. Any minor areas where performance should have been better are counterbalanced by above satisfactory performance in other areas. Supervision required is generally appropriate for the position. The most critical annual objectives were met.

- Below Expectations** - Performance did not consistently meet expectations and/or performance failed to meet expectations in one or more essential areas of responsibility and/or one or more critical objectives were not met. The quality of work overall did not fully meet expectations. This individual requires close supervision. Performance could be improved and developed.

Employee’s Name (please print)

Employee’s Signature

Date

Supervisor’s Name (please print)

Supervisor’s Signature

Date