

PERFORMANCE REVIEW

NAME:
POSITION:
EVALUATION PERIOD:
1. GOALS ACHIEVEMENT: Assess and evaluate the extent to which the employee has met or exceeded performance goals and objectives set during the evaluation period.
RATING (1-5): 1. Below Expectations 2. Partially Met Expectations 3. Met Expectations 4. Exceeded Expectations 5. Outstanding
COMMENTS:
2. SKILLS AND COMPETENCIES: Assess and evaluate the employee's proficiency in job-specific skills, competencies, and responsibilities relevant to their role.
RATING (1-5): 1. Below Expectations 2. Partially Met Expectations 3. Met Expectations 4. Exceeded Expectations 5. Outstanding
COMMENTS:
3. FEEDBACK AND COMMUNICATION: Assess and evaluate the employee's communication skills, including verbal and written communication, interpersonal skills, and ability to collaborate with colleagues.
RATING (1-5): 1. Below Expectations 2. Partially Met Expectations 3. Met Expectations 4. Exceeded Expectations 5. Outstanding
COMMENTS:



4. PROFESSIONAL DEVELOPMENT: Assess and evaluate the employee's professional development performance. Identify opportunities to enhance the employee's professional development, including training, learning, and development activities to enhance their skills and knowledge.

RATING (1-5):

1. Below Expectations
2. Partially Met Expectations
3. Met Expectations
4. Exceeded Expectations
5. Outstanding

COMMENTS:

5. RECOGNITION AND REWARDS: Recognize and acknowledge the employee's achievements, contributions, and successes during the evaluation period.

RATING (1-5):

1. Below Expectations
2. Partially Met Expectations
3. Met Expectations
4. Exceeded Expectations
5. Outstanding

COMMENTS:

6. PERFORMANCE IMPROVEMENT PLAN (IF NECESSARY): Developing a plan to address any performance issues or areas of concern, setting specific goals and objectives for improvement, and outlining support and resources available to help the employee succeed.

EMPLOYEE'S COMMENTS

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Supervisor (print & sign)		Date:
Employer Signature:		Date:

