



Performance Planning and Feedback

Performance Period: _____ to _____

Employee First / Middle/ Last Name _____

Position Title / Department / Supervisor _____

Phase Goal Setting Mid-Year Review Year-End Evaluation

Competencies

- 1) Select the 3 – 5 most applicable competencies for this position from the Competency Library.
- 2) Insert the competency in the space provided.
- 3) Rate the employee’s performance of that competency and provide comments to support the rating.

| | Above Expectations | Meets Expectations | Below Expectations |
|--------------------------|----------------------------------|--------------------------|--------------------------|
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |
| Competency: _____ | Rating: <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____ | | | |

Department Goals *(defined by Department Head and applicable to all department employees)*

| |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Individual Goals

- 1) Based on top 3-5 job duties, identify up to 3 individual goals for the year.
- 2) Remember to use the SMART model: Specific, Measurable, Actionable, Realistic, Timely.

Goal 1 Description
 Mid-Year Review
 Comments/Progress
 Year-End Evaluation
 Results

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| |

Goal 1 Overall Rating (Drop Down):

Goal 2 Description
 Mid-Year Review
 Comments/Progress
 Year-End Evaluation
 Results

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| |

Goal 2 Overall Rating (Drop Down):

Goal 3 Description
 Mid-Year Review
 Comments/Progress
 Year-End Evaluation
 Results

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| |
| |

Goal 3 Overall Rating (Drop Down):

Individual Development Plan – Objective 1

| | | | |
|--------------------------|--|----------------|--|
| Development Action | | | |
| Target Completion Date | | Date Completed | |
| How Learning Was Applied | | | |

Individual Development Plan – Objective 2

| | | | |
|--------------------------|--|------------------------|--|
| Development Action | | | |
| Target Completion Date | | Target Completion Date | |
| How Learning Was Applied | | | |

Career Planning

Employee discussion about career goals and what is needed to prepare for those roles. Some employees might be in their career position with no desire to move to another department or role, and that is completely acceptable.

| | |
|---|--|
| Desired Role in 1-2 years: | |
| Desired Role in 3-5 years: | |
| Ultimate Career Goal: | |
| What can/should be done to prepare for these roles? | |

Mid-Year Review**Date:**Outcome / Comments – *Employee *attach additional information on separate page if needed.*Outcome / Comments – *Supervisor / Evaluator*

Date and time of Mid-Year Evaluation:

Year-End Evaluation**Date:**Outcome / Comments – *Employee *attach additional information on separate page if needed.*Outcome / Comments – *Supervisor / Evaluator***Overall Performance Rating** (drop down):

Date and time of End of Year Evaluation:

Current Wage:

New Wage:

Effective Date:

Employee_____
Date_____
Supervisor / Evaluator_____
Date_____
Human Resources_____
Date_____
Department Head_____
Date