



Performance Evaluation

Performance Period: Click here to enter text. to Click here to enter text.

Employee Name:	Click here to enter text.		
Position Title:	Click here to enter text.	Department:	Click here to enter text.
Supervisor:	Click here to enter text.		

Phase Mid-Year Review (review of goals and development plans) Year-End Evaluation

1. Evaluation of Core Competencies (year-end evaluation)

Rate the employee’s performance of core competencies and provide comments to support the rating.

Above expectations:	The employee consistently performs at a significantly higher level compared to the standards established by the supervisor and the job description. Employee possesses the necessary skills to have a thorough working knowledge of responsibilities.
Meets expectations:	The employee consistently performs at an acceptable level and rarely fails to complete assigned tasks. Employee is able to meet the standards established by the supervisor and job description.
*Below expectations:	The employee performs below the acceptable level and does not meet the standards established by the supervisor and job description. Employee is inconsistent and/or ineffective.
Developing/In Process	The employee is being coached or progressing through a performance improvement plan and will be evaluated upon completion.

*Any core competency area in which the employee receives a rating of “Below Expectations” warrants attention. The supervisor will be responsible for developing an action plan which includes periodic reviews until the employee has reached an acceptable rating.

COMMUNICATION, CUSTOMER SERVICE			
Employee Rating	<u>Choose an item.</u>	Supervisor Rating	<u>Choose an item.</u>
Employee Comments: Click here to enter text.			
Supervisor Comments: Click here to enter text.			
ATTITUDE, PROFESSIONALISM, TEAMWORK			
Employee Rating	<u>Choose an item.</u>	Supervisor Rating	<u>Choose an item.</u>
Employee Comments: Click here to enter text.			
Supervisor Comments: Click here to enter text.			

PRODUCTIVITY & RESULTS ORIENTED	
Employee Rating	<input type="text" value="Choose an item."/>
Supervisor Rating	<input type="text" value="Choose an item."/>
Employee Comments: Click here to enter text.	
Supervisor Comments: Click here to enter text.	
FOLLOWING DIRECTIONS, POLICIES/PROCEDURES, ATTENDANCE	
Employee Rating	<input type="text" value="Choose an item."/>
Supervisor Rating	<input type="text" value="Choose an item."/>
Employee Comments: Click here to enter text.	
Supervisor Comments: Click here to enter text.	
JOB KNOWLEDGE, OVERALL PERFORMANCE	
Employee Rating	<input type="text" value="Choose an item."/>
Supervisor Rating	<input type="text" value="Choose an item."/>
Employee Comments: Click here to enter text.	
Supervisor Comments: Click here to enter text.	

2. Evaluation of Individual Goals/Competencies/Development Plans (Current Year)

Use the goals and/or development plans developed on the separate *Goal Setting & Development Planning* form and filled out at the beginning of the year.

Description	
Due Date	
Mid-Year Review Comments/Progress	
Year-End Employee Comments	
Year-End Supervisor Comments	

Rating (Drop Down):

Description	
Due Date	
Mid-Year Review Comments/Progress	
Year-End Employee Comments	
Year-End Supervisor Comments	

Rating (Drop Down):

Description	
Due Date	
Mid-Year Review Comments/Progress	
Year-End Employee Comments	
Year-End Supervisor Comments	

Rating (Drop Down): [Choose an item.](#)

Description	
Due Date	
Mid-Year Review Comments/Progress	
Year-End Employee Comments	
Year-End Supervisor Comments	

Rating (Drop Down): [Choose an item.](#)

Description	
Due Date	
Mid-Year Review Comments/Progress	
Year-End Employee Comments	
Year-End Supervisor Comments	

Rating (Drop Down): [Choose an item.](#)

3. Mid-Year Evaluation/Review

Supervisor and employee will meet to discuss the status of goals and any development plans set previously for the year and document the status below. If there is a delay in accomplishing either the goals or development plans, this meeting should include discussion on how to reprioritize in order to meet deadlines.

Employee Comments <i>(*attach additional information on separate page if needed)</i>
Supervisor Comments

Date completed: [Click here to enter text.](#)

4. Year-End Evaluation

Supervisor will provide an overall rating below along with comments supporting the rating.

Employee Comments <i>(*attach additional information on separate page if needed)</i>
Supervisor Comments

Date of evaluation: [Click here to enter text.](#)

***Overall Annual Performance Rating: Choose an item.
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Current Wage:	New Wage:	Effective Date:
Click here to enter text.	Click here to enter text.	Click here to enter text.

Employee *Date* *Supervisor / Evaluator* *Date*

Human Resources *Date* *Department Head* *Date*