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| Employee Name: | Performance Review Period: |
| Position Title: | Manager: |

**SECTION I – Performance and Professional Goals**

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| **Performance Goal** | **Weight** |
| **1.** |  |
| Interim Progress Notes: | |
| Final Evaluation: | |
| **2.** |  |
| Interim Progress Notes: | |
| Final Evaluation: | |
| **3.** |  |
| Interim Progress Notes: | |
| Final Evaluation: | |
| **4.** |  |
| Interim Progress Notes: | |
| Final Evaluation: | |
| **5.** |  |
| Interim Progress Notes: | |
| Final Evaluation: | |
| **Professional Goals** | |
|  | |  |
| Actions: | |  |
| Summary Comments: | |  |

**SECTION II - Assessment of Work Style Effectiveness**:

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| **Commitment to Results –** thorough and timely in completing assignments, productsand services meet quality standards, resourceful in overcoming obstacles and solving problems. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Company Ambassador –** contribute tocompany stability and growth through the active cultivation and enrichment of relationships with customers, business partners and peers. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Development –** accepts job assignments, which are challenging, pursues learning to enhance performance, and accepts coaching and feedback from customers, managers and peers. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Interpersonal Skills –** treats others with respect and understanding, addresses problems with a positive approach and maintains professionalism at all times. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Job Knowledge** - demonstrates knowledge of methods, techniques and skills required to perform effectively. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Judgment and Initiative** – makes correct assessments of problems and opportunities and understands and implements corrective action, accepts personal responsibility for results. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

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| **Teamwork** – participates constructively, shares ideas and information with a goal to enhance productivity and quality. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Needs Improvement** |  |

**SECTION III – Summary**

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| **Narrative Assessment** |
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| **Summary Assessment** | | | |
| Outstanding | Exceeds Expectations | Meets Expectations | Needs Improvement |

|  |  |
| --- | --- |
| **Verification of Review** | |
| **Performance Management Development** | |
| Employee: | Date: |
| Manager: | Date: |
| **Interim Review** | |
| Employee: | Date: |
| Manager: | Date: |
| **Final Evaluation** | |
| Employee: | Date: |
| Manager: | Date: |