



EMPLOYEE PERFORMANCE REVIEW

Employee Name: _____ H Number: _____

Job Title: _____ Department: _____

Rating Scale Definitions

Outstanding (1): Consistently meets and often exceeds expectations. A consistent model of excellence. Acts as a resource, by providing guidance and help to others. Takes initiative to anticipate and resolve potential problems. Regularly identifies improvement opportunities.

Commendable (2): Meets expectations. Achieves behaviors and results and contributes to personal and/or departmental performance. Willingly assists others as requested.

Needs Improvement (3): Does not consistently meet expectations. Requires continued guidance or supervision to meet job duties, behaviors and results. Needs to commit to improving performance.

Unacceptable (4): Not meeting acceptable standards of performance. Performance must show consistent and immediate improvement.

Section 1 – Essential Duties and Responsibilities - Enter at least five essential duties and responsibilities taken from the employee’s job description. Please use the duties and responsibilities that make up the largest percentage of the position. Please select the appropriate rating.

Essential Duties and Responsibilities	Rating			
1.	1	2	3	4
2.	1	2	3	4
3.	1	2	3	4
4.	1	2	3	4
5.	1	2	3	4
6.	1	2	3	4
7.	1	2	3	4
8.	1	2	3	4
9.	1	2	3	4

10.	1	2	3	4
Comments				

Section 2 – Competencies - Please rate the employee’s performance using the same rating scale as in the previous section for the following:				
	Rating			
Cooperation – <i>Openly shares information, knowledge and expertise with co-workers and cooperates with other members to achieve the workgroup’s goals; puts the interest of the University/unit ahead of accomplishing individual goals.</i>	1	2	3	4
Service Orientation - <i>Understands the perspective and requirements of the customer, both internal and external; does what it takes to serve the customer to meet or exceed their expectations and anticipates future needs of the customer.</i>	1	2	3	4
Dependability - <i>Consistently takes responsibility for completing work on time and follows through on commitments; acts with integrity and trustworthiness. Available for work on a consistent and timely basis with infrequent unplanned absences.</i>	1	2	3	4
Confidentiality – <i>Understands and respects University policy and state and federal regulations concerning the restrictions of information disclosure.</i>	1	2	3	4
Attendance/Punctuality – <i>Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.</i>	1	2	3	4
Planning/Organizational Skills – <i>Uses time efficiently. Keeps work processes organized and in control, e.g., has files set up, workplace organized.</i>	1	2	3	4
Teamwork – <i>Gives and welcomes feedback; contributes to building a positive team spirit; supports everyone’s efforts to succeed; focuses on solving conflict, not blaming; provides assistance to other team members and departments in an ungrudging manner.</i>	1	2	3	4
Comments				

Section 3 – Individual Goals

Please complete the following section on individual goals that were established for the employee during the year preceding the annual review. If a goal was not met due to circumstances beyond the employee’s control or not yet due, the outcome should be marked as N/A.

Goals/Results	Met Goal	Missed Goal	N/A

Section 4 – Goals for Upcoming Year

Please use this section to briefly outline goals for the upcoming year.

Section 5 – Signatures

Employee _____

Date _____

Supervisor _____

Date _____