



Annual Performance Review

Employee Name:	Supervisor's Name:
Company:	Department:

The purpose of the performance review is to discuss the previous year's goals, strengths and accomplishments, and determine areas of opportunity for development. The review is a collaborative discussion between employee and supervisor with the goal of acknowledging contributions and promoting professional development.

Goals & Expectations- Employee Section:

Employees should complete this section prior to meeting with their manager. This section should provide a list of goals and expectations that are being assessed during the review period as set by the manager or in the previous performance evaluation. New employees may leave this section blank if previous goals have not been established.

Note: Please list previously established goals and expectations below:

- 1.
- 2.
- 3.

Goal Results- Employee Section:

Employees should complete this section prior to meeting with their manager. This section should provide an overview of how the employee accomplished each goal and expectation.

1.

2.

3.

Goal Results- Manager Section:

Managers should note an overview of how the employee accomplished each goal and expectation.

1.

2.

3.

Strengths & Success Areas- Employee Section:

Employees should complete this section prior to meeting with their manager.

Employees should select 3 or more areas that they exhibited over the year as strengths and success areas. Example topics are listed below, and additional topics can also be notated. Employees should add details and/or examples for each chosen strength.

- Job Knowledge
- Problem Solving
- Organization/Planning
- Communication
- Teamwork/Collaboration
- Adaptability/Flexibility
- Leadership/Initiative
- Positive Attitude/Resiliency
- Student Focus/Mission Driven
- Other

1.

2.

3.

Strengths & Success Areas- Manager Section:

Managers should select 3 or more areas that the employee exhibited over the year as strengths and success areas. Example topics are listed below, and additional topics can also be notated. Managers should add details and/or examples for each chosen strength.

- Job Knowledge
- Problem Solving
- Organization/Planning
- Communication
- Teamwork/Collaboration

- Adaptability/Flexibility
- Leadership/Initiative
- Positive Attitude/Resiliency
- Student Focus/Mission Driven
- Other

1.

2.

3.

Developmental Opportunity Areas- Employee Section:

Employees should complete this section prior to meeting with their manager.

Employees should select 3 or more areas that they experienced as developmental opportunities or areas of improvement over the year. Example topics are listed below, and additional topics can also be notated. Employees should add details and/or examples for each chosen topic.

- Job Knowledge
- Problem Solving
- Organization/Planning
- Communication
- Teamwork/Collaboration
- Adaptability/Flexibility
- Leadership/Initiative
- Positive Attitude/Resiliency
- Student Focus/Mission Driven
- Other

1.

2.

3.

Developmental Opportunity Areas- Manager Section:

Managers should select 3 or more areas that the employee experienced as developmental opportunities or areas of improvement over the year. Example topics are listed below, and additional topics can also be notated. Managers should add details and/or examples for each chosen topic.

- Job Knowledge
- Problem Solving
- Organization/Planning
- Communication
- Teamwork/Collaboration
- Adaptability/Flexibility
- Leadership/Initiative
- Positive Attitude/Resiliency
- Student Focus/Mission Driven
- Other

1.

2.

3.

Performance Rating Definitions and Selection:

4 - Exceeds Expectations: The employee achieves and frequently exceeds expectations for responsibilities and objectives, skills, abilities and knowledge for the job. Sought to enhance or increase skills, made recommendations/offered possible solutions to improve processes

3 - Meets Expectations: The employee met established expectations for responsibilities and objectives of the position. Employee demonstrates requisite skills, ability, knowledge and commitment for the job.

2 - Improvement Needed: The employee does not always meet the responsibilities and objectives of the job. Demonstrates some of the requisite skills, abilities and knowledge to do the job, but additional training and/or commitment is required. Individual may still be learning the job and/or willingness to develop or improve requisite skills, knowledge may be in question.

1 - Unsatisfactory Job Performance: Responsibilities of the position have not been met. Employee does not demonstrate the necessary knowledge, skills, abilities and commitment required for the position.

Employees should complete this section prior to meeting with their manager. Both the employee and manager should consider performance across the full review period when determining the review rating based on the definitions listed above.

Employee's Self-Review Rating	Manager's Review Rating

Other Comments or Summary – Employee Section:

Employees should complete this section prior to meeting with their manager. Employees can list any other pertinent notes in this section that were not covered above or that supports their self-review rating.

--

Other Comments or Summary – Manager Section:

Managers can list any other pertinent notes in this section that were not covered above or that supports their review rating.

Manager's Signature & Date:

Employee's Signature & Date: