**SCALE PERFORMANCE REVIEW FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | [Name] | **Employee Title:** | [Name] |
| **Supervisor:** | [Name] | **Performance Period:** | [Date] |

1. **Current Goals and Responsibilities**

* Describe the current performance period’s goals; if applicable, make note of any significant changes to the position description since last year’s performance review.

1. **Performance Assessment**

* Ask the employee to complete a performance Self-Assessment, based on the Current Goals and Responsibility (see above).
* Provide your responses to the Performance Competencies (Section C below) to inform your assessment.
* Evaluate and discuss the employee’s job performance and development achievement. Base your evaluation upon the position requirements, achievement of the goals established during the past year and your assessment of the employee’s accomplishments.
* Are there areas of exceptional performance that should be particularly noted? Provide specific examples.
* Are there areas of performance needing more attention or improvement? Provide specific examples.
* In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

1. **Performance Competencies**

Depending on position, some competencies may be more relevant than others.

|  | **5 Exceptional:** | Performance is consistently significantly exceeding position requirements. | **5 Exceptional** | **4 Highly Effective** | **3 Proficient** | **2 Inconsistent** | **1 Unsatisfactory** | **N/A New/Not Applicable** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **4 Highly Effective:** | Performance frequently exceeds position requirements. |
|  | **3 Proficient:** | Performance consistently meets position requirements. |
|  | **2 Inconsistent:** | Performance meets some, position requirements. |
|  | **1 Unsatisfactory:** | Performance fails to meet minimum requirements |
|  | **Not Applicable:** | Employee has not been in position long |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Skill and proficiency in carrying out assignments. |  |  |  |  |  |  |
| 1. Possesses skills and knowledge to perform the job competently. |  |  |  |  |  |  |
| 1. Skill at planning, organizing and prioritizing workload. |  |  |  |  |  |  |
| 1. Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. |  |  |  |  |  |  |
| 1. Proficiency at improving work methods and procedures as a means toward greater efficiency. |  |  |  |  |  |  |
| 1. Communicates effectively with supervisor, peers, and customers. |  |  |  |  |  |  |
| 1. Ability to work independently. |  |  |  |  |  |  |
| 1. Ability to work cooperatively with supervision or as part of a team. |  |  |  |  |  |  |
| 1. Willingness to take on additional responsibilities. |  |  |  |  |  |  |
| 1. Reliability (attendance, punctuality, meeting deadlines) |  |  |  |  |  |  |
| 1. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment. |  |  |  |  |  |  |
| **Additional performance competencies for employees with supervisory responsibilities** | | | | | | |
| 1. Displays fairness towards all subordinates. |  |  |  |  |  |  |
| 1. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals. |  |  |  |  |  |  |
| 1. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. |  |  |  |  |  |  |
| 1. Delegates responsibility where appropriate, based on the employee’s ability and potential. |  |  |  |  |  |  |
| 1. Takes timely and appropriate corrective/disciplinary action with employees. |  |  |  |  |  |  |
| 1. Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment. |  |  |  |  |  |  |

1. **Goal Setting and Development Planning**

* List the employee’s performance goals for the coming year:
* How do these align with departmental goals?
* List the employee’s development goals for the coming year:
* In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

1. **Employee Comments (Optional)**

* The employee may comment on the performance review in the space provided below.
* Please sign below to acknowledge that the employee has received this document.

|  |  |  |
| --- | --- | --- |
| **Employe’s Signature** |  | **Date** |
|  |  |  |
| **Supervisor’s Signature** |  | **Date** |