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|-----------------------------------------------------------------|------|
| Please provide feedback on the above ratings. <i>(Required)</i> |      |
| <b>Total Score for Job Performance &amp; Results:</b>           | / 15 |

### Professional Skills & Initiative

| Criteria                                                                                                                                                                                                                                    | 5 - Exceeds Expectations | 4 - Above Expectations   | 3 - Meets Expectations   | 2 - Needs Improvement    | 1 - Unsatisfactory       | N/A                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Decision-Making:</b> Uses logical and sound judgement                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Planning &amp; Organization:</b> Develops realistic plans, creates contingency plans, sets objectives, and establishes appropriate priorities; aligns plans with organizational goals                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Technical Knowledge:</b> Proficient in application of methods, techniques, and equipment necessary to accomplish work                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Quality of Work:</b> Sets work standards and achieves results that are accurate, thorough, dependable, and useful                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Initiative:</b> Demonstrates the ability to work independently, solves problems, assumes additional responsibility, and seeks improvement                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Adaptability &amp; Agility:</b> Demonstrates ability to adjust to changing job requirements; is open to new approaches; seeks or is willing to take on new responsibilities                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Professional Development:</b> Attends workshops, seminars, and related programs that provide career/professional development, enrolls in formal degree/certificate programs, presents at conferences, and/or provides training to others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please provide feedback on the above ratings. <i>(Required)</i>                                                                                                                                                                             |                          |                          |                          |                          |                          |                          |
| <b>Total Score for Professional Skills &amp; Initiative:</b>                                                                                                                                                                                |                          |                          |                          |                          |                          | / 35                     |

## Collaboration & Workplace Conduct

| Criteria                                                                                                                                                       | 5 - Exceeds Expectations | 4 - Above Expectations   | 3 - Meets Expectations   | 2 - Needs Improvement    | 1 - Unsatisfactory       | N/A                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Communication:</b> Clear, concise, and courteous verbal and written communications, presentation skills, and listening skills. Responds in a timely manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Teamwork:</b> Coordinates and cooperates with others in developing and executing plans.                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Conflict Resolution:</b> Takes initiatives to address situations involving conflict and appropriately resolves differences with little disruption.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Civility:</b> Maintains positive internal and external working relationships and demonstrates respect towards coworkers.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Please provide feedback on the above ratings. (Required)</b>                                                                                                |                          |                          |                          |                          |                          |                          |
| <b>Total Score for Collaboration &amp; Workplace Conduct:</b>                                                                                                  |                          |                          |                          |                          | / 20                     |                          |

## Total Performance Rating

| Criteria Totals<br><i>Please add the totals for each criteria and rating category.</i> | Exceeds Expectations | Above Expectations | Meets Expectations | Needs Improvement | Unsatisfactory | N/A |
|----------------------------------------------------------------------------------------|----------------------|--------------------|--------------------|-------------------|----------------|-----|
| Job Performance & Results                                                              |                      |                    |                    |                   |                |     |
| Professional Skills & Initiative                                                       |                      |                    |                    |                   |                |     |
| Collaboration & Workplace Conduct                                                      |                      |                    |                    |                   |                |     |
| <b>Total Score for All Criteria:</b>                                                   |                      |                    |                    |                   | / 70           |     |
| <b>Please identify strong areas/what is going well.</b>                                |                      |                    |                    |                   |                |     |
| <b>Please identify areas for improvement or focus.</b>                                 |                      |                    |                    |                   |                |     |

Section 5: Signatures

All signatures below are required.

|                        |                                                                                                                                                                       |      |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Direct Supervisor Name | Direct Supervisor Signature                                                                                                                                           | Date |
|                        |                                                                                                                                                                       |      |
| Department Head Name   | Department Head Signature                                                                                                                                             | Date |
|                        |                                                                                                                                                                       |      |
| Vice President Name    | Vice President Signature                                                                                                                                              | Date |
|                        |                                                                                                                                                                       |      |
| Human Resources Name   | Human Resources Signature                                                                                                                                             | Date |
|                        |                                                                                                                                                                       |      |
| Employee Name          | Employee Signature<br><i>My signature indicates that my supervisor has discussed this review with me; it does not necessarily imply that I agree with the review.</i> | Date |
|                        |                                                                                                                                                                       |      |