

Supervisors may only select one (1) rating per criteria.

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

Professional Skills & Initiative

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

Collaboration & Workplace Conduct

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

Total Performance Rating

Criteria Totals <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						
Total Score for All Criteria:					/ 70	
Please identify strong areas/what is going well.						
Please identify areas for improvement or focus.						

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 <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