**PERFORMANCE REVIEW**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation of Performance**

**RATING SCALE**

Please use the table below to score the employee being evaluated on the key criteria for the position.

**On a scale of 1-4, how would you rate the employee’s ability to perform the key duties of their role (as outlined in the position description)?**

| **Rating** | **Meaning** |
| --- | --- |
| **4** | **Excellent:** The employee is consistently achieving and exceeding the expectations of the position. Performance is outstanding. |
| **3** | **Good:** Employee performs all significant tasks according to established expectations and achieves performance standards regularly. |
| **2** | **Fair**: Employee performs some significant tasks at expected levels, but overall performance requires improvement to achieve standard. |
| **1** | **Needs Improvement**: Employee is consistently performing below expectations and requires significant improvement. |

**KEY CRITERIA FOR THE POSITION OF [INSERT POSITION]**

| **Specific Criteria/Key Responsibilities** | **Evaluator**  **Score**  **(1-4)** | **Employee**  **Score**  **(1-4)** |
| --- | --- | --- |
| Insert key job responsibilities: |  |  |
| Comments: |  |  |
| Insert key job responsibilities: |  |  |
| Comments: |  |  |
| Insert key job responsibilities: |  |  |
| Comments: |  |  |
| Insert key job responsibilities |  |  |
| Comments: |  |  |

**Employee Overall Score: \_\_\_\_\_\_\_\_\_\_\_ Evaluator Overall Score: \_\_\_\_\_\_\_\_\_\_\_**

| **Overall Criteria/Competencies** | **Evaluator**  **Score**  **(1-4)** | **Employee**  **Score**  **(1-4)** |
| --- | --- | --- |
| **Productivity**   * Sets specific, achievable goals in alignment with company objectives. * Meets deadlines and/or realigns deadlines as required for project/task scope. * Takes initiative and produces results and/or services consistent with defined standards for the position. * Prioritizes tasks and implements efficient work procedures to maximize productivity * Demonstrates attention to detail; produces work that is accurate, complete and of high quality. | Score:     Comments: | Score:     Comments: |
| **Communication**   * Is effective in interpersonal interactions as well as communicating both verbally, through the telephone and in writing. * Demonstrates active listening and is open to other points of view. Understands directions received and asks for clarity if needed. * Sets clear expectations with clients and realigns goals (as needed) to match current project parameters * Accepts constructive feedback and applies advice with tact and grace. | Score:     Comments: | Score:     Comments: |
| **Engagement and Problem Solving**   * Is actively engaged and committed to the company’s mission and own role. * Undertakes complex tasks by breaking them down into manageable parts in a systematic and detailed manner utilizing critical thinking and analysis. * Considers ​​several possible explanations or alternatives for a situation, anticipates potential obstacles, and develops contingency plans to overcome them. * Generates new and progressive ideas; appropriately challenges the status quo.   + Makes suggestions for process improvements | Score:     Comments: | Score:     Comments: |
| **Personal Development**   * Ability to remain composed during fast-paced or stressful situations. * Consistently demonstrates ethical behaviour and holds oneself to high standards. * Demonstrates responsibility and accountability for oneself and conducts oneself with integrity. | Score:     Comments: | Score:     Comments: |
| **Relationships/Teamwork**   * Advocates for clients/peers as needed. * Interfaces and works with internal and external team members in ways that foster optimal team interaction and results. * Listens to and values others’ opinions, promoting a collegial and respectful team atmosphere. * Supports, assists, and empowers team members/ leaders while also leveraging own expertise to accomplish group goals. | Score:     Comments: | Score:     Comments: |
| **Leadership (Remove if not applicable)**   * Establishes the vision, strategic directions and high-performance culture within his or her area of responsibility; exhibits the ability to build trust, influence outcomes and inspire others to effectively deliver results that positively impact the company. * Develops self and others; is approachable to peers; fosters a culture of mutual respect, continuous learning, innovation; and focus on results. * Makes adjustments to strategy and organizational direction as appropriate; establishes high standards of performance; provides coaching, feedback, and corrective action when necessary with fairness and consistency. | Score:     Comments: | Score:     Comments: |

**Employee Overall Score: \_\_\_\_\_\_\_\_\_\_\_ Evaluator Overall Score: \_\_\_\_\_\_\_\_\_\_\_**

**Employee Overall Assessment Score: \_\_\_\_\_\_\_\_\_\_**

**Evaluator Overall Assessment Score: \_\_\_\_\_\_\_\_\_\_**

**Evaluator Overall Comments:**

|  |
| --- |

**Employee Overall Comments:**

|  |
| --- |

**Plan for next review period:**

| **Goals** | **Timelines** | **Success Measurements** | **Achieved?** |
| --- | --- | --- | --- |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

### 

**Employee Sign Off**

I have been advised of my performance evaluation. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of inadequate performance and of the consequences of failing to improve my performance should it require improvement.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_