**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_