

Employee's Last Name:

Employee's First Name:

Job Title:

Performance Review Form

Job Duties / Responsibilities / Position Goals / Previously Identified Development Needs

Setting expectations:

- List as few as five and up to ten job duties, responsibilities, position goals, or previously identified development needs.

Conducting the review:

- Add comments on how well the employee performed these pre-established expectations.
- Identify one to three observed behaviors, present or absent, that contributed to the resulting outcome. For suggestions, visit the [Observed Behaviors](#) website.
- Add any development opportunities to optimize output for the upcoming year.
- Finally, rate each pre-established expectation.

5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	1 Unacceptable	2 Marginal	3 Meets Expectations	4 Exceeds Expectations	5 Exemplary
4 Exceeds Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
3 Meets Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
2 Marginal:	Performance meets some, but not all of the expectations for this job duty/ responsibility/position goal/ previously identified development need.					
1 Unacceptable:	Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/ previously identified development need.					

1. Job duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:					
• Performance Development for 2019-2020:					
<hr/>					
2. Job duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:					
• Performance Development for 2019-2020:					
<hr/>					
3. Job duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Behaviors Observed:					
• Performance Development for 2019-2020:					

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4. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Job duty/Responsibility/Position goal/Previously identified development need: <ul style="list-style-type: none"> How well was this performed? Behaviors Observed: Performance Development for 2019-2020: 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Summary (attach additional pages as necessary)

5 Exemplary:	Performance is consistently superior and significantly exceeds job duties/responsibilities/position goals.	<div> <div>1 Unacceptable</div> <div>2 Marginal</div> <div>3 Meets</div> <div>4 Exceeds</div> <div>5 Exemplary</div> </div>				
4 Exceeds Expectations:	Performance frequently exceeds job duties/responsibilities/position goals					
3 Meets Expectations:	Performance consistently meets job duties/responsibilities/position goals					
2 Marginal:	Performance meets some, but not all job duties/responsibilities/position goals.					
1 Unacceptable:	Performance consistently fails to meet minimum job duties/responsibilities/position goals.					
<p>What is the overall rating for the year?</p> <p>• <i>Employee Comments:</i></p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning Document Created:

Supervisor Signature: _____

Date:

Employee Signature: _____

Date:

Performance Review Approval Signatures:

Supervisor Name:

Supervisor Signature: _____

Date:

Manager (Second Level Review) Signature: _____

Date:

Performance Review Conducted:

Employee's Signature: _____

This annual performance review will become part of your personnel file. Your signature above indicates that you and your supervisor discussed this document. Your signature above does not necessarily mean that you are in agreement with this performance review.

Date:

HR Liaison Validation:

Check to Validate: ☐

Date: