**Employee PERFORMANCE REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** |  |  | **Supervisor:** |  |
| **UID:** |  | **Rating Cycle:** |  |
| **Job Title:** |  | **Date of Final Review:** |  |
| **Division/Department:** |  | **Section/Unit:** |  |

1. **EXPECTATION-SETTING** meeting held and job priorities discussed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | Employee’s Signature |  | Supervisor’s Signature |

1. **MIDWAY FEEDBACK** meeting held:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | Employee’s Signature |  | Supervisor’s Signature |

1. **FINAL PERFORMANCE REVIEW** meeting held:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | \*Employee’s Signature |  | Supervisor’s Signature |

(\*The employee’s signature indicates only that the performance appraisal was held; it does not necessarily indicate agreement with the performance appraisal.)

|  |  |
| --- | --- |
| FINAL OVERALL PERFORMANCE RATING FOR PRD CYCLE  The supervisor must assign an overall rating to the employee’s cumulative performance throughout the review cycle. The determination of the overall PRD rating shall be consistent with the rating scale below.     Meets Expectations Does Not Meet Expectations | |
| Final Rating Scale | |
| Meets Expectations | The employee consistently *meets or exceeds* job performance standards in most or  all important areas of the job. Performance is satisfactory for this rating period. |
| Does Not Meet Expectations | The employee *does not meet* job performance standards in important areas of the  job. Performance improvement is needed. |

## The employee and supervisor are:  **in agreement**, or  **not in agreement** with the overall performance review rating. If there is not agreement, the area(s) of disagreement may be indicated, as follows:

1. **NEXT LEVEL SUPERVISOR (OR DESIGNEE) REVIEW OF FINAL PRD RATING:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | Reviewer’s Name (Print) |  | Reviewer’s Signature |

**PERFORMANCE FACTORS**

1. **CUSTOMER SERVICE**

Understanding the needs of the internal and external customers; making special efforts to be responsive in meeting their needs and in building customer satisfaction.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Customer Service Rating**

* 1. **Comments on Performance:**

1. **COOPERATION AND TEAMWORK**

Putting the group’s success ahead of personal goals; sharing information and resources with others; giving timely responses to requests made by others; promoting teamwork; exhibiting positive attitudes during times of change; taking on new tasks with enthusiasm and energy.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Cooperation and Teamwork Rating**

* 1. **Comments on Performance:**

1. **COMMUNICATION**

Speaking clearly, concisely, and using words easily understood; exchanging ideas with others; listening to understand meaning of oral material; using appropriate style, format, spelling, grammar; writing in a clean, concise, and appropriate manner.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Communication Rating**

* 1. **Comments on Performance:**

1. **ATTENDANCE AND PUNCTUALITY**

Coming to work regularly without excessive absences; maintaining assigned work schedules.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Attendance and Punctuality Rating**

* 1. **Comments on Performance:**

1. **QUALITY OF WORK**

Completing work thoroughly, accurately, neatly, and according to specifications; producing output with minimal errors.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Quality of Work Rating**

* 1. **Comments on Performance:**

1. **QUANTITY OF WORK**

Consistently producing a high volume of acceptable work; producing services our output quickly and efficiently.

* 1. **Definition of “Meets Expectations”:**

1. **JOB KNOWLEDGE**

Understanding job procedures, policies, and responsibilities; keeping up-to-date technically; acting as a resource person on whom others rely for assistance.

* 1. **Definition of “Meets Expectations”:**



Does Not Meet Expectations



Meets Expectations

**Job Knowledge Rating**

* 1. **Comments on Performance:**

1. **SUPPLEMENTARY PERFORMANCE FACTOR/PROJECT**
   1. **Definition of “Meets Expectations”:**

**Supplementary Performance Factor Rating**

 

Meets Expectations Does Not Meet Expectations

* 1. **Comments on Performance:**

1. **SUPPLEMENTARY PERFORMANCE FACTOR/PROJECT**
   1. **Definition of “Meets Expectations”:**

**Supplementary Performance Factor Rating**

 

Meets Expectations Does Not Meet Expectations

* 1. **Comments on Performance:**

1. **Employee’s major strengths during PRD rating cycle:**

**PRD DEVELOPMENT PLAN**

\*The PRD Development Plan is a recommended part of a comprehensive performance management system that encourages communication and employee growth and improvement.

1. **Areas for improvement/enhancement (if any):**
2. **Action Plan:**

What action should be taken by the employee and/or supervisor to improve the employee’s performance to help achieve the goals during the next performance period?

Or, what professional development opportunities may be appropriate for the employee that may lead to broader professional growth and development?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Plan** | **Timeframe** | **Recommended**  **Or Mandatory?** |
| **Employee:** |  |  |  |
| **Supervisor**  **Comments:** (may include commitments) |  | | |