**EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
DEPARTMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PERIOD OF REVIEW**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TO**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERFORMANCE FACTORS** Provide an assessment for each of the appropriate performance factors using the following scale:

**1. Superior Performance – exceeds expectations**

**2. Solid Performance – fully satisfactory**

**3. Still Developing in new role, may still need exposure to some areas of the job before assessing**

**4. Needs Improvement in some areas, coaching required**

**5. Unsatisfactory Performance**

JOB RELATED KNOWLEDGE & SKILL *Understanding and applying fundamental knowledge& skills central to the job function.*

Comments:

Level of Performance [ ]

QUANTITY OF WORK  *Maintaining an acceptable level of output in achieving standards & results.*

Comments:

Level of Performance [ ]

QUALITY OF WORK *Accuracy, completeness & usefulness of output in achieving job standards.*

Comments:

Level of Performance [ ]

COMMUNICATION *Exchanging ideas & information both orally & in writing with others.*

Comments:

Level of Performance [ ]

PROBLEM SOLVING & DECISION MAKING *Analyzing situations, evaluating alternatives, choosing & implementing a course of action.*

Comments:

Level of Performance [ ]

INITIATIVE *Generating new ideas/concepts & taking independent action.*

Comments:

Level of Performance [ ]

ADAPTABILITY *Adapting & responding appropriately to the demands of various situations.*

Comments:

Level of Performance [ ]

WORK RELATIONSHIPS *Working effectively with others to achieve common goals.*

Comments:

Level of Performance [ ]

**ADDITIONAL FACTORS FOR THOSE INDIVIDUALS IN SUPERVISORY OR LEADERSHIP ROLES**

PLANNING *Establishing objectives & developing action plans to achieve objectives.*

Comments:

Level of Performance [ ]

ORGANIZING  *Coordinating resources to maximize productivity & efficiency.*

Comments:

Level of Performance [ ]

GUIDING, DIRECTING & DEVELOPING EMPLOYEES

*Gaining the understanding, support & effective action of others to achieve common objectives.*

Comments:

Level of Performance [ ]

MONITORING AND EVALUATING RESULTS *Ensuring standards are met & taking corrective action.*

Comments:

 Level of Performance [ ]

**RECOMMENDATION**

 [ ] Successful completion of probationary or trial period is recommended

 [ ] Successful completion of probationary or trial period is not recommended

**NOTE:** If successful completion is not recommended, contact Human Resources prior to the expiration of the probation or trial period.

**Supervisor's Comments**

Signature Date

**Employee's Comments**

Signature Date

Rev 10-03-2014