|  |  |  |
| --- | --- | --- |
| Employee name:  | Employee job title:  | **Reviewer:**  |
| **Date:**  |  |

Reviewers and employees should keep this document close at hand and continually discuss and re-evaluate the objectives as appropriate throughout the year.

Assessment factors

Did not meet expectations:

Meets expectations:

Exceeds expectations:

|  |  |  |
| --- | --- | --- |
| **Core Competencies** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Define business objective | Specific milestones to be measured |  | Assessment | Explanation |
| *Personal Effectiveness* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| Communication |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| Results Oriented |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| Teamwork |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| Service Oriented |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |

|  |  |  |
| --- | --- | --- |
| **Job Competencies** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Define development objective | Specific milestones to be measured |  | Assessment | Explanation |
|  |  |  |  |  |
|  |  |  |  |  |
| *Job Knowledge* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Quality of Work* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Quantity of Work* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Initiative and Creativity* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |

|  |  |  |
| --- | --- | --- |
| **General** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Define development objective | Specific milestones to be measured |  | Assessment | Explanation |
|  |  |  |  |  |
| *Cooperation* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Attendance* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Planning and Organizing* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |
| *Decision Making* |  |  | * **Exceeded**
* **Met**
* **Did not meet**
 |  |

Assessment summary

The assessment summary is a qualitative judgment based on the assessment of objectives and adherence to the organization’s core values. It sums up an employee’s overall contribution to the organization.

**Overall assessment:**

* Exceeds expectations
* Meets expectations
* Did not meet expectations

|  |
| --- |
| **Reviewer comments supporting the overall assessment**:  |

|  |
| --- |
| **Employee comments:**  |

**Signatures:** The employee and reviewer must sign the final document to acknowledge the discussion and agreement of the content and to commit to attaining the assigned objectives.

As the employee, your signature on this form indicates that you have read and discussed the contents with your reviewer, and that you understand how your performance will be assessed for the next year. As the reviewer, your signature indicates that you have prepared and discussed this assessment with the employee and you commit to support the employee in delivering to the objectives defined.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_