

Performance Plan / Performance Evaluation

Employee Name		Date	
Job Title		Department	
Employee Type	Exempt []	Non-exempt []	
Employee ID		Last Review Date	
New Performance Plan []		Performance Evaluation []	
Plan/Evaluation Period	From	To	
Type of Review	End of Probation []	Annual []	Other - Describe []

Rating System

- S = Superior (5)** Superior performance that consistently exceeds job requirements
- E = Exceeds Expectations (4)** Strong performance that consistently meets and frequently exceeds job requirements.
- M = Meets Expectations (3)** Capable, satisfactory performance that consistently meets and occasionally exceeds job requirements.
- NI = Needs Improvement (2)** Generally adequate performance but needs some improvement to meet job requirements consistently.
- U = Unacceptable (1)** Inadequate performance that is consistently below job requirements and clearly problematic.

Job Duties

Job Duty #1:
Comments
Rating Superior [] Exceeds [] Meets [] Needs Improvement [] Unacceptable [] Numeric []

Job Duty #2:
Comments
Rating Superior [] Exceeds [] Meets [] Needs Improvement [] Unacceptable [] Numeric []

Job Duty #3:
Comments
Rating Superior [] Exceeds [] Meets [] Needs Improvement [] Unacceptable [] Numeric []

Job Duty #4:
Comments
Rating Superior [] Exceeds [] Meets [] Needs Improvement [] Unacceptable [] Numeric []

Job Duty #5:

Comments

Rating Superior [] Exceeds [] Meets [] Needs Improvement [] Unacceptable [] Numeric []

Section 1 Rating: Add scores from the five Job Duties and divide by 5 for averaged numeric score []

Competencies (Based on Knowledge, Skills and Abilities, and Job Description)

Core Competencies - all employees rated.

- Attendance is according to standards and policy.
- Attitude towards the supervisor, others and work is acceptable.
- Communication skills are present and routinely used.
- Customer service provided is consistent and acceptable.
- Decision-making skills are present and applied.
- Dependable in all work situations.
- Flexible in approach to work and implementing new ideas.
- Initiative and Innovation are routinely exercised.
- Problem-Solving skills are routinely used.
- Quality of work is acceptable.
- Teamwork is evident based on team production.
- Work Ethic is strong and promoted with others.

Rating	Score
Total Score	

Section 2 Rating: Add scores from Core Competencies and divide by 12 averaged numeric score []

Management Competencies - Exempt Employees

- Coaching/Training of employees is consistently provided.
- Diversity and Inclusiveness are routinely practiced.
- Leadership skills are effective through evident results
- Management of resources (material and personnel) is effectively used.
- Strategic planning for future and ongoing work is routinely utilized.
- Time management skills of self and employees are effective.

Rating	Score
Total Score	

Section 3 Rating: Add scores from Management Competencies and divide by 6 for averaged numeric score []

Comments are required for any ratings of Needs Improvement or Unacceptable from Competencies. Competencies rated as Superior must be accompanied by comments to justify the rating.

Competency Comments:

Training and Development Activities

Training and Development Activities to be completed in next year:

List training and development activities completed at the time of Annual Performance Evaluation. Training and development activities are not scored. Any not completed should be included on the next Performance Plan cycle.

Scoring and Determining the Final Rating

Add averaged scores from Sections 1, 2, and 3 (if applicable) and divide by 2 or 3, depending on the number of sections being scored. The Final Rating is determined by the scale below.

Superior = 4.5 >

Exceeds Expectations = 3.7 - 4.4

Meets Expectations = 2.6 - 3.6

Needs Improvement = 1.7 - 2.5

Unacceptable = 1.0 - 1.6

Final Rating

FINAL RATING:

Evaluator Comments:

Employee Comments:

Employee Signature

Today's Date: _____

Employee Printed Name

Evaluator Signature

Evaluator Printed Name

Notice: A final rating of Superior, Exceeds Expectations, or Meets Expectations **does not** guarantee or imply the promise of a pay raise, merit increase, or promotion. The final rating will be used in conjunction with other performance criteria to determine if a pay raise, merit increase, or promotion is warranted.

