



Employee Performance Review

Name: Click or tap here to enter text.

ID: Click or tap here to enter text.

Title: Click or tap here to enter text.

Department: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Employee Self-Reflection (List accomplishments, any problems and how they were overcome, and anything else you feel is relevant):

Click or tap here to enter text.

Goals for the coming year:

Click or tap here to enter text.

Longer-term goals (more than one year):

Click or tap here to enter text.

Employee reflection on ongoing feedback from supervisor regarding their expectations of your work, satisfaction of your work, as well as the level of support received in the time period since your prior review.

Click or tap here to enter text.

Supervisor reflection and feedback

Click or tap here to enter text.

Employee Signature

Click or tap here to enter text.

Date Click or tap here to enter text.

Supervisor Signature

Click or tap here to enter text.

Date Click or tap here to enter text.



Employee Performance Review

	1 Needs improvement	2 Effective	3 Highly Effective	4 Outstanding	Too soon to rate or N/A	Employee score	Supervisor score
Knowledge of position: Being aware of position responsibilities and relationship between their position and others' at the university.	Needs frequent instruction on routine tasks;	Has fair knowledge but needs more training	Well informed of all phases of the job as assigned, and other related jobs	Has thorough knowledge of the job as assigned as well as other, related jobs.			
Coachability: Being receptive to feedback; willing to learn; embracing continuous improvement.	Asks for little feedback from others; unmotivated to learn new skills; does not share expertise with others; tries to coverup mistakes	Solicits feedback from constituent, peers, and superiors, and uses this information to develop know-how and self-awareness	Actively seeks out opportunities for learning; genuinely interested in learning new skills and shares knowledge with others.	Uses feedback from others to make noticeable and noteworthy changes in their skills and productivity			
Collegiality: Being helpful, respectful, approachable, and team oriented; building strong working relationships and a positive work environment.	Ignores or works against team decisions; unwilling to listen to other ideas	Interacts comfortably and effectively with others; actively participates in meetings and activities	Values insight and thinking of others; seeks group participation and consensus	Adjusts interpersonal approaches to attend to the needs of diverse groups; mediates and helps resolve conflicts			
Communication: Balancing listening and talking; speaking and writing clearly and accurately; influencing others; keeping others informed.	Often interrupts others; inappropriate nonverbal communication	Demonstrates active communication; respectful and clear in communications	Encourages and values input from others;	Anticipates communication needs; able to speak effectively to others at all levels.			
Service focus: Striving for high constituent satisfaction; going out of the way to be helpful and pleasant; making it as easy as possible for the constituent (rather than the department or the University).	Slow to respond to constituent needs; displays less than friendly behavior towards constituents	Responds to constituent needs; admits to mistakes and corrects them; solicits and acts on feedback from constituents	Solicits and acts on constituent feedback; Admits mistakes and proactively works to correct them quickly	Stays abreast of developments that may be relevant; often exceeds constituents expectations			

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Efficiency: Planning ahead; managing time well; being on time; being cost conscious; thinking of better ways to do things.	Arrives late and/or unprepared for work; minimal understanding of key work processes	Delivers expected results with reasonable time and effort	Consistently applies process improvement techniques to improve quality and efficiency	Helps others develop measures for quality improvements; continuously strives to improve key work processes			
Initiative: Taking ownership of work; doing what is needed without being asked; following through.	Requires constant guidance; often misses deadlines; can't be trusted to follow through	Fulfills all primary responsibilities; meets deadlines; does what they say they will	Anticipates problems; proactively addresses issues; beats deadlines	Ideas are adopted by department or University; takes charge and finds solutions when things go wrong			
Work Quality: Demonstrates accuracy, thoroughness and attention to detail in a timely manner.	Work quality is poor and details are consistently missed	Work sometimes falls short of expectations. Occasionally misses details.	Work consistently meets expectations and attention to detail is evident. Delivers high-quality results.	Work is consistently superior, thorough, and details attended to. Goes above and beyond to deliver exceptional results.			
Technical Skills: Demonstrates proficient use of work related equipment, tools, and technology. Posses the knowledge and skills to fulfill job responsibilities.	Requires constant guidance and training; forgets how to complete tasks	Demonstrates some understanding of required technical skills; may require assistance with troubleshooting and solving problems	Demonstrates a good understanding and proficiency of required technical skills; can troubleshoot and solve most problems independently.	Demonstrates a strong understanding and proficiency in all required technical skills; can troubleshoot and solve problems independently.			