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| I. Employee Information |  |  |
| Employee Name:       | G#:       | Job Title:       |
| Supervisor:       | Review Period:      /     /      to      /     /      |
| II. Core Values & Objectives |  |  |
| **Performance Category** | **Rating** | **Comments & Examples** |
| **Quality of Work:**Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision. |  |       |
| **Attendance & Punctuality:**Reports for work on time; provides advance notice of need for an absence. |  |       |
| **Reliability/Dependability:**Consistently performs at a high level; manages time and workload effectively to meet deadlines. |  |       |
| **Communication Skill:**Written and oral communications are clear, organized and effective – listens and comprehends well. |  |       |
| **Judgement & Decision-Making:**Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving. |  |       |
| **Initiative and Flexibility:**Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes. |  |       |
| **Cooperation & Teamwork:**Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals. |  |       |
| **Intercultural Understanding & Awareness:**Not only works effectively with, but embraces the perspectives and qualities of a diverse population, along with perpetually encouraging inclusiveness by seeking out experiences that provide exposure to different cultures and building teams with people from heterogeneous backgrounds. |  |       |
| **Specific Job Task/Job Skill Level:**  |  |       |

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| **Section B:** Feedback on Previous Year’s Goals:       |
| **Section C:** Supervisor Comments:       |
| **Section D:** Employee Comments:       |
| **Section E:**Overall Rating:  |

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| **Employee Signature & Date:**           /     /     **Supervisor Signature & Date:**           /     /      |

**Reviewed in HR By:**