Graphical user interface

Description automatically generated with medium confidence

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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:**