

Template 13: Performance Review Form - Staff

Employee Name:	
Position Title:	
Anniversary Date:	
Period covered by this appraisal:	

Performance Management Guidelines: Please see definitions and descriptions below for each number rating.

Rating	Number Rating	Definition
Significantly Exceeds Expectations	5	Performance consistently exceeds the essential requirements of the job. Incumbent is performing at a level higher than expected for the position. Performance competencies are well developed and consistently applied in all areas.
Exceeds Expectations	4	Performance consistently exceeds the essential requirements of the job. Performance competencies, in almost all areas, are well developed and consistently applied.
Meets Expectations	3	Performance consistently meets the essential requirements of the job. Performance competencies are developed in most areas and are consistently applied.
Development Needed	2	Performance sometimes but does not consistently meet the essential requirements of the job. Performance competencies are not consistently applied.
Unsatisfactory	1	Performance does not meet the expected standards and requirements of the job. Consistently performs below job requirements.

Provide a rating for each competency area and then provide examples and/or comments as to why this rating was selected.

Competency	Rating					Examples /Comments
	5	4	3	2	1	
Organizational Knowledge & Judgment: Demonstrates knowledge of the standard operating Procedures and processes, uses sound judgment to resolve issues, and Involves others in the decision-making process as needed.						
Quality of Work: Work is completed thoroughly and accurately.						

Competency	Rating					Examples /Comments
	5	4	3	2	1	
Technical Skills: Possesses the knowledge, skills and expertise to effectively perform the assigned duties. Demonstrates interest in learning and mastering new skills.						
Productivity & Dependability: Demonstrates effective time management; ensures assigned tasks are completed efficiently and on time.						
Communication: Demonstrates appropriate verbal and written communication and listening skills.						
Initiative: Demonstrates resourcefulness, innovation and creativity.						
Client focus: Maintains high levels of client engagement and satisfaction.						
Team Focus- Demonstrates strong interpersonal skills and is willing to help and support other team members						
Other:						

Insert objectives which were agreed to at the beginning of the year, as part of the employee's work plan, and assign a rating based on the degree to which each objective was completed. Provide comments/details to justify each rating.

Objectives for this year	Rating					Comments
	5	4	3	2	1	

List key accomplishments for the year, including any which may not have been associated with a particular objective.

Key Accomplishments for the Year

In discussion with the employee and taking into consideration any competencies in which further development is required, identify any personal and professional development needs, along with potential plans to address these development needs. The plan could include courses, mentoring, a special assignment etc.

Personal and Professional Development Needs/Plans

Discuss with the employee what their career goals/aspiration are and ask them to provide some comments on these goals.

Career Goals

Supervisors Comments:

Employee's Comments:	
Acknowledgements/Signatures	
Employee Name	Signature: I acknowledge I have read and discussed this evaluation with the reviewer. My signature indicates I have been advised on my performance and does not necessarily imply that I agree with the contents of the review.
Reviewer Name:	Signature:
Date of Next Review:	