Performance Review Form

Position:

Employee name:

Review date:

Review period:

Primary tasks and areas of responsibility

*Employee self-assessment*

*Supervisor comments*

*Overall rating on tasks and areas of responsibility* (1 lowest and 7 highest)

1 2 3 4 5 6 7

almost never always displays

displays behavior behaviors and

or never meets exceeds

expectations expectations

Results and outputs expected of this role

*Employee self-assessment*

*Supervisor comments*

*Overall rating on results and output* (1 lowest and 7 highest)

1 2 3 4 5 6 7

almost never always displays

displays behavior behaviors and

or rarely meets exceeds

expectations expectations

Behaviors expected for success in this position

*Employee self-assessment*

*Supervisor comments*

*Overall rating on behaviors* (1 lowest and 7 highest)

1 2 3 4 5 6 7

almost never always displays

displays behavior behaviors and

or rarely meets exceeds

expectations expectations

Plans for coming review period

*Employee plans*

*Supervisor comments*

Professional development plan for coming year

*Employee self-assessment and request*

*Supervisor comments*

Employee feedback to supervisor

*Employee comments*

Supervisor’s overall assessment

*Key accomplishments during the review period*

*Employee strengths*

*Areas of improvement*

*Summary performance rating* (1 lowest and 7 highest)

1 2 3 4 5 6 7

almost never always displays

displays behavior behaviors and

or rarely meets exceeds

expectations expectations

Final comments

*Employee*

*Supervisor*

Signatures

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Employee Supervisor

Date Date