

# Numerical Scale Performance Review Form

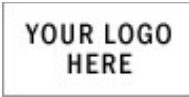
<b>Employee:</b>		<b>Employee Title:</b>	
<b>Supervisor:</b>		<b>Performance Period:</b>	

## A. Current Goals and Responsibilities

1. **Describe the current performance period's goals;** if applicable, make note of any significant changes to the position description since last year's performance review.

## B. Performance Assessment (attach additional supporting information as need)

1. **Ask the employee to complete a performance Self-Assessment, based on the Current Goals and Responsibilities (see above).**
2. **Provide your responses to the Performance Competencies (Section C below) to inform your assessment.**
3. **Evaluate and discuss the employee's job performance and development achievement.** Base your evaluation upon the position requirements, achievement of the goals established during the past year and your assessment of the employee's accomplishments.
4. **Are there areas of exceptional performance that should be particularly noted? Provide specific examples.**
5. **Are there areas of performance needing more attention or improvement? Provide specific examples.**
6. **In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?**



### C. Performance Competencies

Depending on position, some competencies may be more relevant than others.

<b>5 Exceptional:</b> Performance is consistently superior and significantly exceeds position requirements. <b>4 Highly Effective:</b> Performance frequently exceeds position requirements. <b>3 Proficient:</b> Performance consistently meets position requirements. <b>2 Inconsistent:</b> Performance meets some, but not all position requirements. <b>1 Unsatisfactory:</b> Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills. <b>N/A New or Not Applicable:</b> Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.	5 Exceptional	4 Highly Effective	3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
1. Skill and proficiency in carrying out assignments <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Possesses skills and knowledge to perform the job competently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Skill at planning, organizing and prioritizing workload <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proficiency at improving work methods and procedures as a means toward greater efficiency <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communicates effectively with supervisor, peers, and customers <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to work independently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to work cooperatively with supervision or as part of a team <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Willingness to take on additional responsibilities <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional performance competencies for employees with supervisory responsibilities</b>						
12. Displays fairness towards all subordinates. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Delegates responsibility where appropriate, based on the employee's ability and potential. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Takes timely and appropriate corrective/disciplinary action with employees. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**D. Goal Setting and Development Planning**

1. List the employee’s performance goals for the coming year:
2. How do these align with departmental goals?
3. List the employee’s development goals for the coming year:
4. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

**E. Employee Comments (Optional)**

The employee may comment on the performance review in the space provided below.

*Please sign below to acknowledge that the employee has received this document.*

<b>Employee’s Signature:</b>	<b>Date:</b>
<b>Supervisor’s Signature:</b>	<b>Date:</b>