

## ANNUAL PERFORMANCE EVALUATION – STAFF

Performance Period: \_\_\_\_\_

**EMPLOYEE INFORMATION**

Employee Name:		Employee ID:	
Position Title:		Department:	
Evaluation Period:	From:      To:	Review Date:	
Supervisor Name:		Supervisor Title:	

**Section A: Annual Performance Goals Achievement (60% of Overall Rating)**

**Goal Category 1: Core Performance Goals (50% weight)**

**Goal 1:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Goal 2:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Goal 3:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Core Performance Goals Average Rating:</b>	_____ /5.0
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**Goal Category 2: Professional Development Goals (10% weight)****Development Goal 1:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Development Goal 2:**

<b>Goal Description:</b>	
<b>Success Metrics/Targets:</b>	
<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Professional Development Goals Average Rating:</b>	_____ /5.0
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**Section B: Professional Competencies (40% of Overall Rating)****Communication and Collaboration:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Leadership and Mentoring:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Adaptability and Continuous Learning:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies
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	<input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

**Professional Conduct and Values Alignment:**

<b>Employee Self-Assessment</b>	<input type="checkbox"/> Exceptional (5) - Significantly exceeded goal with outstanding results <input type="checkbox"/> Exceed Expectations (4) - Surpassed goal with high-quality outcomes <input type="checkbox"/> Meets Expectations (3) - Successfully achieved established goal <input type="checkbox"/> Below Expectations (2) - Partially achieved goal with some deficiencies <input type="checkbox"/> Unsatisfactory (1) - Failed to achieve goal or meet minimum standards
<b>Evidence of Achievement:</b>	
<b>Supervisor Rating:</b>	
<b>Supervisor Comments:</b>	

<b>Professional Competencies Average Rating:</b>	_____ /5.0
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**Section C: Overall Performance Calculation**

**Rating Calculation:**

Category	Weight	Average Rating	Weighted Score
Core Performance Goals	50%		
Professional Development Goals	10%		
Professional Competencies	40%		
<b>Total Overall Rating</b>	<b>100%</b>		

<b>Overall Performance Category:</b>	<input type="checkbox"/> <b>Outstanding</b> (4.5-5.0) - Consistently exceptional performance across all areas <input type="checkbox"/> <b>Exceeds Standards</b> (3.5-4.4) - Regularly surpasses expectations with high-quality results <input type="checkbox"/> <b>Meets Standards</b> (2.5-3.4) - Successfully fulfills all job requirements and expectations <input type="checkbox"/> <b>Improvement Needed</b> (1.5-2.4) - Performance meets some but not all expectations <input type="checkbox"/> <b>Unsatisfactory</b> (Below 1.5) - Performance fails to meet minimum job requirements
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**Section D: Performance Summary and Development Planning**

**Employee Self-Reflection:**

<b>Greatest Accomplishments This Year:</b>	
<b>Biggest Challenges Encountered:</b>	
<b>Key Learning and Growth Areas:</b>	
<b>Career Aspirations and Interests</b>	

**Supervisor Assessment:**

<b>Employee's Key Strengths:</b>	
<b>Areas for Continued Development:</b>	
<b>Support and Resources Needs:</b>	
<b>Recognition and Achievement:</b>	

**Section E: Signatures and Approvals**  
**Employee Acknowledgment**

<b>Employee Comments:</b>	
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<b>Employee Signature:</b>	<b>Date:</b>
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*I acknowledge that I have reviewed this performance evaluation with my Supervisor. My signature does not necessarily indicate agreement with the evaluation.*

**Supervisor Certification**

<b>Supervisor Comments:</b>	
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<b>Supervisor Signature:</b>	<b>Date:</b>
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**HR Review**

<b>HR Representative Name:</b>	
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<b>HR Signature:</b>	<b>Date:</b>
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**Next Level Reviewer Approval (if required)**

<b>Reviewer Name:</b>		<b>Title:</b>	
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<b>Reviewer Signature:</b>	<b>Date:</b>
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**Section F: Appraisal Appeal (if required)**

**Step 1 – Supervisor**

<b>Appraisal Review Date</b>		<b>Appeal Notification Date (5 business days)</b>		<b>Response Received from Supervisor Date (5 business days)</b>	
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**Step 2 – Next Level Reviewer (if required)**

<b>Step 1 Completion Date</b>		<b>Appeal Notification Date (5 business days)</b>		<b>Response Received from Next Level Reviewer Date (5 business days)</b>	
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**Step 3 – HR (if required)**

<b>Step 2 Completion Date</b>		<b>Appeal Notification Date (5 business days)</b>		<b>Response Received from Supervisor Date (10 business days)</b>	
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**Step 4 – Senior Leadership (if required)**

<b>Step 3 Completion Date</b>		<b>Appeal Notification Date (5 business days)</b>		<b>Response Received from Supervisor Date (10 business days)</b>	
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**Section G: Performance Improvement Plan (if applicable)**

**Performance Improvement Required**

- Yes - Complete Performance Improvement Plan
- No - Performance meets or exceeds standards

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Form completed on: \_\_\_\_\_ Next scheduled review date: \_\_\_\_\_