

**ANNUAL PERFORMANCE REVIEW**

**Employee Name:**

- A. PRE-REVIEW TASKS** - Before completing this document, review all pertinent information regarding employee (e.g., job description, performance-related notes prepared during check-ins, feedback from others, samples of work, goals, etc.).
  
- B. PERFORMANCE ASSESSMENT** – for 1-4, use the following competencies to guide your thinking when evaluating performance. ***Job Knowledge, Judgment, Communication Skills, Teamwork and Collaboration, Cultural Diversity and Respect, Work Prioritization, Innovation and Creativity, Adherence to Workplace Policies and Procedures, Leadership, Customer Service.***

1. Include your assessment of the employee's job performance below.

2. Are there areas of performance that should be particularly commended? Provide specific examples.

3. Are there areas of performance needing more attention or improvement? If so, indicate below, provide specific examples, and complete a work improvement plan.

**ANNUAL PERFORMANCE REVIEW****C. STATUS OF SMARTGOALS**

Review goals established and select the appropriate status:

Achieved Active Deferred Not Met

1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Outline SMART goals for the upcoming review period. This form should be used to journal goals. Please use the SMART goal-setting worksheet to include action steps.

**E. PROFESSIONAL DEVELOPMENT**

List specific activities the employee will do in the next twelve months as part of their professional development.

**Employee Signature:****Date:****Supervisor Signature:****Date:**

Overall Performance Rating

- Outstanding - Performance consistently exceeds job requirements
- Exceeds Expectations - Performance consistently meets and frequently exceeds job requirements
- Successful - Performance fully meets job requirements
- Needs Improvement - Performance meets some, but not all, job requirements
- Unsatisfactory - Performance is below job requirements