

- 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.

ANNUAL PERFORMANCE REVIEW

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

C. STATUS OF SMARTGOALS

Review goals established and select the appropriate status:

Achieved Active Deferred Not Met

1. _____

2. _____

3. _____

4. _____

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: