# Numerical Scale Performance Review Form

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| **Employee:** |  | **Employee Title:** |  |
| **Supervisor:** |  | **Performance Period:** |  |

### 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.

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

1. **Ask the employee to complete a performance Self-Assessment, based on the Current Goals and Responsiblities (see above).**
2. **Provide your responses to the Performance Compentencies (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?**

### Performance Competencies

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

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

### 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?

### 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.*

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| **Employe’s Signature:** | **Date:** |
| **Supervisor’s Signature:** | **Date:** |