Employee appraisal

# Your name

# Team member name

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| Definitions for Competency/Accountability Assessment | |
| **SOLID PERFORMANCE (SP)**  Consistently meets, and at times may exceed, expectations and requirements for this competency or accountability. Demonstrates full knowledge of and competence in this requirement of the position. | |
| **NEEDS IMPROVEMENT (NI)**  May demonstrate satisfactory performance in some areas of this competency or accountability, but does not perform or meet expectations consistently. Needs to further acquire or develop necessary competencies or build consistency. | **EXCEPTIONAL PERFORMANCE (EP)**  Significantly surpasses performance expectations in this competency or accountability. Exceeds role requirements. Demonstrates exceptional depth and breadth of role knowledge. Highly recognized by others as a role model. |

**Section 1: Core Competencies**

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| Core Competency | Comments | | Assessment | |
| **Reliability/Accountability**   * Follows through on assignments * Takes ownership of work * Is reliable and responsible |  | | SP  NI  EP | |
| **Teamwork/Cooperation**   * Serves as a positive colleague or team member * Is flexible, adapts to changing priorities, and recognizes the needs of the team * Establishes productive working relationships |  | | SP  NI  EP | |
| **Communication**   * Speaks and/or writes effectively, listens, and clarifies information when necessary * Employs the appropriate tone and gives appropriate content for designated audience |  | SP  NI  EP | |
| **Service/Civility/Inclusion**   * Treats all with respect, courtesy, and dignity * Strives to achieve service standards |  | SP  NI  EP | |

**Section 2: Team member Competencies/Accountabilities**

Assess the top 3-5 key competencies/accountabilities for the team member. Competencies are typically drawn from the “Skills & Knowledge” requirements and willing to learn new technologies.

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| Position-Specific Competency/Accountability | Comments | | Assessment |
| 1. | |  | SP  NI  EP | |
| 2. | |  | SP  NI  EP | |
| 3. | |  | SP  NI  EP | |

**Section 3: Team leader Competencies (if this team member was a team leader, fill this section otherwise skip)**

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| Team Leader Competency | Comments | | Assessment |
| **Managing Performance of Others**   * Holds team members accountable * Provides timely, constructive, and balanced feedback * Helps team members to prioritize and revise goals * Identifies training and development opportunities |  | SP  NI  EP | | |
| **Leadership**   * Provides positive leadership, support, and direction * Plans, controls, and delegates effectively * Motivates others to perform at the highest level * Sets a positive example for the team |  | SP  NI  EP | | |

**Section 3: Scrum Master Competencies (if this team member was a scrum master, fill this section otherwise skip)**

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| Scrum Master Competency | Comments | Assessment |
| **Managing Performance of Others**   * Holds team members accountable * Provides timely, constructive, and balanced feedback * Helps team members to prioritize and revise goals * Identifies training and development opportunities |  | SP  NI  EP |
| **Leadership**   * Provides positive leadership, support, and direction * Plans, controls, and delegates effectively * Motivates others to perform at the highest level * Sets a positive example for the team |  | SP  NI  EP |

**Section 4: Comments about the team member. Be specific and provide information to back up your claims.**

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