

# SFMOMA Annual Performance Review Form FY18

|                           |                                    |
|---------------------------|------------------------------------|
| _____<br>Employee Name    | _____<br>Position Title            |
| _____<br>Department       | _____<br>Supervisor                |
| _____<br>Appraisal Period | _____<br>Supervisor Position Title |

| Goal   | Weighting  | Evaluator Rating | Score |
|--|------------|------------------|-------|
| <b>1.</b> Position specific objective:<br><br>Results – Employee Comments:<br><br>Results – Evaluator Comments:<br><br>1 =<br>2 =<br>3 =<br>4 =<br>5 = | <b>25%</b> |                  |       |
| <b>2.</b> Position specific objective:<br><br>Results – Employee Comments:<br><br>Results – Evaluator Comments:<br><br>1 =<br>2 =<br>3 =<br>4 =<br>5 = | <b>25%</b> |                  |       |

| Goal   | Weighting | Evaluator Rating | Score |
|--|-----------|------------------|-------|
| <p><b>3.</b> Position specific objective:</p> <p>Results – Employee Comments:</p> <p>Results – Evaluator Comments:</p> <p>1 =<br/>2 =<br/>3 =<br/>4 =<br/>5 =</p>  | 20%       |                  |       |
| <p><b>4.</b> Individual development objective (determined jointly by supervisor and staff member)<br/>(Individual plan addressing continued development in expertise, education, management effectiveness, communication skills, negotiation skills, etc.)</p> <p>Objective:</p> <p>Results – Employee Comments:</p> <p>Results – Evaluator Comments:</p> <p>1 = Objectives not met<br/>2 = Some elements of objective met<br/>3 = Successful: Objectives met<br/>4 = Highly successful: Objectives met and some exceeded<br/>5 = Outstanding: All objectives exceeded</p> | 15%       |                  |       |

Self-Evaluation Comments Regarding Objectives and Summary Comments:

Evaluator Comments Regarding Objectives and Summary Comments:

MANAGEMENT SIGNATURES

SUPERVISOR

2<sup>ND</sup> APPROVAL (DIVISION HEAD or DEPUTY DIRECTOR or DIRECTOR,  
when applicable)

Signature

Date

Signature

Date

EMPLOYEE SIGNATURE

SIGNATURE

Date

I have discussed this self-evaluation and performance review with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with my supervisor's comments or the overall performance rating.