**Name:**

**Title:**

**Supervisor:**

**Mid-Year Review Date:**       **Annual Review Date:**      

**Professional Performance:** *Technical skill set meets expectations per job description; achieves targeted results; performs tasks consistently on time and accurately; committed to staying focused to accomplish bottom- line results; delivers attentive service and responds appropriately to requests of assistance*

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| Self-Assessment:  Manager Assessment: | Self-Assessment:  Manager Assessment: |

**Hy-Vee Fundamentals:** *Exemplifies the Hy-Vee Fundamentals on a daily basis; acts with integrity; respectful of others’ ideas; cooperative attitude; resolution focused; friendly; ethical; fair; actively participates in the development culture of other employees; solicits and provides feedback when necessary; clear written and verbal communication; provides mentorship, etc.*

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| Self-Assessment:  Manager Assessment: | Self-Assessment:  Manager Assessment: |

**Innovation:** *Fosters an innovative and creative environment to create incremental changes to products, processes or customer experience; champions new ideas; challenges status quo; values productivity; thinks critically; reduces company expense, etc.*

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| Self-Assessment:  Manager Assessment: | Self-Assessment:  Manager Assessment: |

**Strengths/Opportunity for Development:** *Describe professional strength and utilization of strength to propel Hy-Vee forward; describe developmental opportunity; discuss developmental goals*

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| Self-Assessment:  Manager Assessment: | Self-Assessment:  Manager Assessment: |

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| **Self- Assessment (Check Box)**  **Does Not Meet Expectations**  **Meets Expectations**  **Exceeds Expectations**  **Manager Assessment (Check Box)**  **Does Not Meet Expectations**  **Meets Expectations**  **Exceeds Expectations**  **Employee Signature­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Manager Signature­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Self- Assessment (Check Box)**  **Does Not Meet Expectations**  **Meets Expectations**  **Exceeds Expectations**  **Manager Assessment (Check Box)**  **Does Not Meet Expectations**  **Meets Expectations**  **Exceeds Expectations**  **Employee Signature­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Manager Signature­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |