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|  | **Performance Management Form** | | | | | | | |
| Employee Name: |  | | | | | | | |
| Job Title: |  | | | | | Project: |  | |
| Manager: |  | | | | | | | |
| Review Period | From: | 01/07/2012 | To: | 31/12/2012 |  | | |  |

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| **Employee Self Review:** (Employee’s Summary of Performance) |
| **Accomplishments:** |
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| **Development Needs (incl. areas related to technology, work, soft skills, etc.):**  List what you see as your development needs and how you plan to address them. |
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| **Assessment of Core Competencies** |
| **Rating:** Very Strong, Strong, Meets Expectations, Below Expectations, Needs lot of Improvement |

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|  | **Employee Self Assessment** | **Manager Assessment** |
| **Technical Skills** |  |  |
| **Result Orientation** |  |  |
| **Communication Skills – Oral/Written** |  |  |
| **Initiative** |  |  |
| **Teamwork** |  |  |

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| **Career Development** |
| **Answer the questions below to prepare for a long term career discussion with your manager.** |
| **What are your future growth goals or career goals? What role would you like to be in or what responsibilities do you aspire to have in the next three years?**  **What experience/skills need to be developed to achieve this?**  **How can your manager best support your on-going development?** |

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| **What is your action plan for improving Core Competencies** |
| **You and your manager should highlight your strengths and opportunities and determine what goes into your development plan for next year.** |
| **Goal** – Write/Describe 1-3 goals you would like to focus on to improve your core competencies. |

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| **Manager Review:** (Manager’s Summary of Performance) |
| **Accomplishments:** |
|  |
| Development Needs: |
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| --- | --- | --- | --- | --- | --- | --- |
| **Manager Overall Performance Rating**  □ Outstanding Performance □ Strong Performance □ Meets expectations □ Needs Improvement | | | | | | |
| **SIGN HERE** | | | | | | |
| Employee | Manager | |  | Reviewer |  | |
| Signature Signature | |  |  | Signature | |  |
| Date Date: | |  |  | Date | |  |