

Name

1, Employee Performance Self-Rating

- Exceptional
- Exceeds Expectation
- Meets Expectation
- Needs Improvement
- Unsatisfactory

2, Key Achievements (Employee fills)

1

2

3

3, Key Areas for Improvement (Employee fills)

1

2

3

4, Goal Settings For This Year (Employee drafts and reviews with Manager)

1

2

3

5, Performance Categories (Employee fills)

Job Knowledge and Skills				
Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement	
Unsatisfactory				
Comments				

Quality of Work				
Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement	
Unsatisfactory				
Comments				

Productivity and Efficiency				
Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement	
Unsatisfactory				
Comments				

Communication and Collaboration				
Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement	
Unsatisfactory				
Comments				

Problem Solving and Decision Making

Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement
Unsatisfactory			
Comments			

Initiative and Innovation

Exceptional	Exceeds Expectation	Meets Expectation	Needs Improvement
Unsatisfactory			
Comments			

6. Manager Comments

7, Signatures

Date Review Performed and Agreed

Employee Signature

Manager Signature