

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