Performance Review and Assessment Form

**Identifying Information**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Position)

### Senior Staff Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted to H R: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### It is helpful to review the role document along with the competencies\* and last year’s goals as you complete this summary document and establish goals for the coming year. Discuss how the competencies were used to achieve the goals. Describe areas of strength and areas where future growth and development will enhance successful performance in the role and the ability to achieve future goals. Discuss activities during the past year that enhanced the competencies/skills required in the role. Also consider questions such as the following:

* What factors supported achieving the goal and the results/outcomes expected?
* What factors hindered or blocked achieving the goal and the results/outcomes expected?

\*Service to Constituents, Expertise, Communication, Collaboration, Accountability & Responsibility, Innovation & Problem Solving, Development of Self & Others, and Affirming & Enabling Diversity

#### Summary

Summarize overall performance for the year.

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Manager’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee’s Signature Date