

# Numerical Scale Performance Review Form

<b>Employee:</b>		<b>Employee Title:</b>	
<b>Supervisor:</b>		<b>Performance Period:</b>	

## A. Current Goals and Responsibilities

1. **Describe the current performance period's goals;** if applicable, make note of any significant changes to the position description since last year's performance review.

## B. Performance Assessment (attach additional supporting information as need)

1. **Ask the employee to complete a performance Self-Assessment, based on the Current Goals and Responsibilities (see above).**
2. **Provide your responses to the Performance Competencies (Section C below) to inform your assessment.**
3. **Evaluate and discuss the employee's job performance and development achievement.** Base your evaluation upon the position requirements, achievement of the goals established during the past year and your assessment of the employee's accomplishments.
4. **Are there areas of exceptional performance that should be particularly noted? Provide specific examples.**
5. **Are there areas of performance needing more attention or improvement? Provide specific examples.**
6. **In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?**

### C. Performance Competencies

Depending on position, some competencies may be more relevant than others.

<b>5 Exceptional:</b> <b>4 Highly Effective:</b> <b>3 Proficient:</b> <b>2 Inconsistent:</b> <b>1 Unsatisfactory:</b> <b>N/A New or Not Applicable:</b>	Performance is consistently superior and significantly exceeds position requirements. Performance frequently exceeds position requirements. Performance consistently meets position requirements. Performance meets some, but not all position requirements. Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills. Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.	5 Exceptional	4 Highly Effective	3 Proficient	2 Inconsistent	1 Unsatisfactory	N/A New/Not Applicable
1.	Skill and proficiency in carrying out assignments <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Possesses skills and knowledge to perform the job competently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Skill at planning, organizing and prioritizing workload <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proficiency at improving work methods and procedures as a means toward greater efficiency <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communicates effectively with supervisor, peers, and customers <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ability to work independently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to work cooperatively with supervision or as part of a team <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Willingness to take on additional responsibilities <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional performance competencies for employees with supervisory responsibilities</b>							
12.	Displays fairness towards all subordinates. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Identifies performance expectations, gives timely feedback and conducts formal performance appraisals. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Delegates responsibility where appropriate, based on the employee's ability and potential. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Takes timely and appropriate corrective/disciplinary action with employees. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Company Name**

## **D. Goal Setting and Development Planning**

1. List the employee's performance goals for the coming year:
2. How do these align with departmental goals?
3. List the employee's development goals for the coming year:
4. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

## **E. Employee Comments (Optional)**

The employee may comment on the performance review in the space provided below.

*Please sign below to acknowledge that the employee has received this document.*

**Employee's Signature:**

**Date:**

**Supervisor's Signature:**

**Date:**