

EMPLOYEE OF



PERFORMANCE REVIEW

Employee Information:

Employee Name:	<input type="text"/>	Department:	<input type="text"/>
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Review Period:	<input type="text"/>	Date of Review:	<input type="text"/>
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Performance Review:

Ability to Accomplish Responsibilities
<input type="text"/>
Goal Achievements
<input type="text"/>
Suggested Areas for Improvement
<input type="text"/>
Demonstration of Core Values and Competencies
<input type="text"/>

Professional Development Plan
Additional Comments/Overall Appreciation

Overall Performance Review Rating:

Needs Improvement		Succeeded (-)		Succeeded (+)		Exceeds expectations	
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Performance Reviewed By:

Reviewer Name:		Reviewer Position:	
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Employee Consent and Signature:

Statement	YES	NO	N/A
I have read and understood the current Performance Management Appraisal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I agree with the current Performance Management Appraisal, and I have provided some comments to this effect: Yes – <input type="checkbox"/> No – <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If I have some areas for improvement, my manager provided me with sufficient advanced notice to course correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If my manager did not provide me with sufficient advanced notice to course correct, we have agreed on a specific period for me to course correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Statement	YES	NO	N/A
I have been made aware of the consequences if no significant improvement is noted in my work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have been made aware of the goals of a performance improvement plan (PIP) if my performance does not improve, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have been provided with professional development opportunities to allow me to develop new skills or improve on some pre-existing ones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To my knowledge this performance improvement plan has been conducted fairly and impartially.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments:

Employee Name:		Employee Signature:	
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