**Performance Review Year: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Manager:** |  |
| **Position:** |  | **Next Level Manager:** |  |
| **Department:** |  | **Date Finalized:** |  |
|  |  |  |

**Performance Assessment Rating Definitions:**

**EE Exceeded Expectations:**

Achieved exceptional overall results and consistently acted as a positive role model during the past year. Exceeded expected competency behaviors. Met or exceeded Goals and/or took on significant additional Goals or projects and delivered on those. Consistently provided new insights for creative/innovative approaches to work. Performance was among the highest of those in similar positions.

**AE Achieved Expectations:**

 Achieved expected overall results while maintaining effective relationships during the past year. Achieved expected competency behaviors. Goals were met or were offset by successful performance in other areas. Often initiated ideas or suggestions for improvement without being asked. Contributed much to the success of the organization.

**PA Partially Achieved Expectations:**

 Achieved behaviors in most Competencies. Met most expectations but improvement is required to consistently achieve expectations.

**NA Not Achieved:**

 Did not achieve expected overall results during the past year. Demonstrated Competency behaviors below those required to be effective in the position. Missed a significant number of Goals, expected results or commitments, or met Goals in a way that compromised other responsibilities and/or created serious relationship issues. Had difficulty throughout the performance cycle in meeting the objectives and needs of the organization.

Circle the appropriate assessment rating for each competency

**Customer Service**

**Understands that all employees have external and/or internal customers that they provide services and information to.**

EE AE PA NA

Comments:

**Honors all of the institution’s commitments to customers by providing helpful, courteous, accessible, responsive, and knowledge customer service.**

EE AE PA NA

Comments:

**Collaboration**

**Cooperates with others to accomplish common goals.**

EE AE PA NA

Comments:

**Works with employees within and across his/her department to achieve shared goals.**

EE AE PA NA

Comments:

**Treats others with dignity and respect and maintains a friendly demeanor.**

EE AE PA NA

Comments:

**Values the contribution of others.**

EE AE PA NA

Comments:

**Continuous Learning**

**Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge.**

EE AE PA NA

Comments:

Acquires the skills needed to continually enhance his/her contribution to the institution and to his/her respective profession.

EE AE PA NA

Comments:

**Intercultural Orientation**

**Demonstrates an open-minded approach to understanding people regardless of their gender, gender identity, sexual orientation, age, race, national origin, religion, ethnicity, disability status, culture or other characteristics.**

EE AE PA NA

Comments:

**Treats all people fairly and consistently.**

EE AE PA NA

Comments:

**Effectively works with people from diverse backgrounds by treating them with dignity and respect.**

EE AE PA NA

Comments:

**Did employee reach goals set the prior year?**

**Goals for the coming year:**

**Overall comments:**

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 Employee’s Signature Date

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 Manager's Signature Date