

Employee's Name:

Press enter to add a new line.

Employee's Position/Title:

Press enter to add a new line.

Employee's Department:

Press enter to add a new line.

Employee's Supervisor:

Press enter to add a new line.

Select the rating that reflects the summary of the individual's overall job performance.

Overall Rating

EXCEEDS EXPECTATIONS (EE)

- Frequently exceeds position requirements on many aspects of the job.
- Includes completion of challenging work goals. Incumbent takes initiative to do extra projects or tasks, as appropriate.
- Is clearly outstanding, showing real strength in many areas. Because of personal strengths, incumbent is sought out as a resource by others.
- Invariably is of outstanding quality. Incumbent's work is an example for others. Superb work is the norm.
- Provides support to others and serves as an example greatly contributing to work group success.
- Is based on anticipating and maximizing opportunities to achieve the best possible results.
- Is at an outstanding level given the adverse changes in the environment.

MEETS EXPECTATIONS (ME)

- Is fully satisfactory and covers most important parts of the job.
- Requires only normal follow-up. Incumbent usually completes regular work and projects on schedule.
- Is adequate in key competency areas.
- Includes work that can be used without needing to verify. Incumbent makes a few minor errors and seldom repeats them.
- Adjusts to most favorable circumstances, increasing results accordingly.
- Fully adjusts and compensates for adverse changes in circumstance.

DOES NOT MEET EXPECTATIONS (DN)

- Must improve to continue employment. Does not meet most of performance requirements.
- Keeps falling behind and incumbent doesn't make the effort to catch up.
- Demonstrates weaknesses in some key areas of the job.
- Includes one mistake after another, in some key areas of the job.
- Is holding up work of other people or creating a burden for others who have to carry the load.
- Does not take advantage of changes in circumstances that could have resulted in exceeding original expectations.
- Is not redirected when new adversities jeopardize results.

- Exceeds Expectations (EE)
- Meets Expectations (ME)
- Does Not Meet Expectations (DN)

Describe areas of performance strength:

Describe areas of opportunity or growth:

Please add 1 -3 goals to continue growth and learning.

The addition of goals is optional. If you choose to skip this question, a box will pop up when you submit that says you have a blank question. It will allow you to submit without adding anything.

Create New Goal