****Employee Performance Review Template**

 Review Type: [ ]  Annual Review [ ]  Training Review

Performance Review for: Enter Employee’s Name Date: Date of Review

Reviewed by: Enter Reviewer’s Name

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| --- | --- | --- |
| **Cornerstones of Culture** | Competent | Focus Area |
| * Promotes a culture of **support**, **empowerment**, and **collaboration**.
 |[ ] [ ]
| Enter comments here. |
| * **Respect**, **appreciate**, and **celebrate** each other’s differences.
 |[ ] [ ]
| Enter comments here. |
| * Promote ongoing **agency goals** and commit to **team success**.
 |[ ] [ ]
| Enter comments here. |
| **Share ideas**, be open to suggestions, and maintain a **positive attitude**. |[ ] [ ]
| Enter comments here. |
| * Be **professional**, **honest**, and **sincere** to help create a trusting work environment.
 |[ ] [ ]
| Enter comments here. |

|  |  |  |
| --- | --- | --- |
| **Working Habits** | Competent | Focus Area |
| * Punctual when maintaining work hours?
 |[ ] [ ]
| Enter comments here. |
| * Assignments completed in a timely manner?
 |[ ] [ ]
| Enter comments here. |
| * Able to self-direct workload?
 |[ ] [ ]
| Enter comments here. |

**Job Performance:**

Select one:

[ ]  **Proficient**: Results are very good. Significant contributions to objectives of department.

[ ]  **Competent**: Results are good. Performance is consistence with expectations. No areas of concern.

[ ]  **Developing**: Results show progression towards job performance expectations. More experience needed.

[ ]  **Needs Improvement**: Several areas of performance require additional training.

[ ]  **Unacceptable**: Performance does not meet expectations.

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| --- |
| Enter comments here. |

**Personal Goal Guidance**: Goals should be specific, measurable, achievable, relevant, and time bound.

GOAL:

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| Enter goal here. |

GOAL:

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| Enter goal here. |

GOAL:

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| Enter goal here. |

GOAL:

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| Enter goal here. |

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| Staff Signature: Enter signature. | Date: Pick a date. |
| Supervisor Signature: Enter signature. | Date: Pick a date. |
| Director/Manager Signature: Enter signature. | Date: Pick a date. |

**Distribution:** Copy/Paste into UKG Performance Review

04/2021