



Annual Performance Appraisal

Employee Name:

Appraisal Period:

Employee Title:

Division:

Rater Name:

Department:

Competency Evaluation

<i>Instructions: Use this form in evaluating positions identified in Administrative Procedure 10.14. Evaluate past performance using the rating factors and associated performance traits. Check the rating that best indicates your judgment of the employee's performance in each area. Provide specific comments in narrative sections at the end. (See Rating Definitions)</i>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Competency (All Employees)				
Job Knowledge *Understanding of duties, ability to accomplish				
Skill *Demonstrates skills for job requirements				
Initiative *Self-starter, motivated				
Quality of Work *Produces accurate, neat, thorough work				
Reliability *Punctual, dependable				
Productivity *Quantity/efficiency of work completed				
Ethics/Integrity *Adherence to confidentiality, policies, commitments				
Work Organization *Logical/organized work, time management				
Supervision Required *Amount of direction/supervision required				
Teamwork/Collaboration *Willingness to contribute/work with others				
Leadership *Leads by example, inspires others				
Communication *Listens, provides clear/concise/accurate information				
Supervisors/Managers Only				
Adheres to agency core values and leadership behaviors (LEADS)				
Builds Trust *Allows employees to perform their jobs, makes self available, provides input				
Supports Employees *Sensitive to employee needs for work/life balance, helps employees in career development, recognizes employees for job well				
Maintains the Workplace *Communicates information to employees in timely manner, provides employees with clear direction, takes action to resolve problems and improve processes				
Fiscal/Resource Management *Makes sound financial decisions				
OVERALL PERFORMANCE RATING				

Rater Comments *(attach additional documents as needed)*

Significant Accomplishments During Appraisal Period:

Areas of Particular Strength or Excellence, and/or Areas Needing Improvement:

Measurable Objectives for the Employee to Work Toward or Complete During the Coming Year:

Professional Development

The rater and employee will identify key professional development needs to support the employee's success. Raters are encouraged to consider their program, divisional, and agency goals in identifying and promoting appropriate employee development.

List professional development activities to be completed and the resources needed to support those activities (if applicable):

Professional Development Needs	Resources/Support Needed	Target Date
1.		
2.		
3.		

Position Description

The employee and rater have reviewed the Position Description, Career Ladder or Employee Development Manual (EDM) as applicable. An updated position description has been signed by the employee and is attached.

Method of Delivery

Face-to-face

Virtual

Other

Signature

Employee: I understand that my signature indicates only that I have reviewed my position description and read and discussed this performance appraisal with my rater. It does not necessarily mean that I agree with the appraisal's contents. I may submit written comments, if desired.

If comments have been submitted, check here.

Employee Signature: _____ Date: _____

Rater Signature: _____ Date: _____

Next Level Signature: _____ Date: _____