



Performance Management Review

Employee:

Empl ID#:

Title:

Date Discussion Occurred:

Midpoint Review

or

Summary Review

Discuss employee's performance on goals, expectations and primary responsibilities/priorities as indicated in the *Performance Management Expectations and SMART Goals Development Worksheet*. This should have been previously discussed and agreed upon with the employee.

Discuss, agree on and document responsibilities/expectations/priorities for the coming year. (Use SMART format [Specific, Measurable, Achievable, Relevant, Time-sensitive])

Date employee's responsibilities, expectations and priorities were agreed-on (Provide updated copy to the employee):

Discuss employee's strengths and areas for growth.

Discuss barriers to effective work performance and job satisfaction/engagement.

Discuss how employee responsibilities, goals, expectations and priorities link to unit goals and overall department mission.

Discuss possible work process improvements.

Discuss employee's development (over past year; future needs for current job; long term career goals and development needs to achieve them).

Discuss whether employee continues to grow to meet future needs and demands of our changing environment.

Discuss employee's workload and ability to achieve work/life balance.

Discuss employee's feedback/constructive suggestions for supervisor.

Discuss anything else the employee or supervisor believes is relevant to performance and development.

Employee meets or exceeds current expectations:

Yes

No - *Supporting documentation needs to be provided and discussed with HR Manager

Supervisor's Comments:

Employee's Comments:

Next Discussion Date:

I understand that my signature indicates that I have reviewed and discussed this evaluation with my supervisor and have either received or will receive a copy of this form. My signature does *not* necessarily imply my agreement with this evaluation.

Employee Signature:

Supervisor Signature: