

## **Performance Management Review**

Er	nployee:			
Er	mpl ID#:			
Ti	tle:			
Da	ate Discussion Occurre	ed:		
M	idpoint Review	or	Summary Review	
1.			expectations and primary respondentations and SMART Goals De	
	1a. Using SMART format responsibilities/expectat		, <u>A</u> chievable, <u>R</u> elevant, <u>T</u> ime- coming year:	-sensitive], list
	1b. Date employee's respons	nsibilities, expectation	s and priorities were agreed-o	n:

2. List the employee's strengths and areas for growth:	
3. List any barriers to effective work performance and job satisfaction/eng	gagement:

4.	Describe how employee responsibilities, goals, expectations and priorities link to unit goals and overall department mission:
5.	List possible work process improvements:

6.	Describe employee's development (over past year; future needs for current job; long term career goals and development needs to achieve them):
7.	Does the employee continue to grow to meet future needs and demands of our changing environment?
	Yes or No
	Explain:

		Yes	or	No
	Explain:			
9.	Employee	e's feedba	ack/construct	ive suggestions for supervisor:

10.	Anything else the development:	ne employee or supervisor believes is relevant to the employee's performance and
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11.		s or exceeds current expectations:
	Yes	No - *Supporting documentation needs to be provided and discussed with HR Manager

12. Supervisor's Comments:
13. Employee's Comments:
14. 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 <i>not</i> necessarily imply my agreement with this evaluation.
Employee's Signature:
Supervisor's Signature: