

# Employee Performance Guide

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions:

This form serves as a guideline for employees and supervisors to jointly plan and review each employee's objectives and commitments for job performance. Direct and open communication about all aspects of the employee's current performance is essential. This discussion must relate the employee's performance to the achievement of specific goals and the completion of particular tasks.

Fill out the Job Accomplishments and Results section first. Review and discuss the employee's performance. At the same meeting, discuss and agree upon future goals and commitments. Reviewing previous objectives and planning to meet new goals is essential to the performance appraisal process. This form is intended for confidential use by employees and their supervisors.

## Job Accomplishments and Results

Assess results according to these codes:

- A: Exceeded goal
- B: Fully met goal
- C: Continuing progress toward goal
- D: Failed to meet goal

For scores of A or B, the comment block should highlight the positive factors that led to the success. When the goal has not been fully met, describe the problem and possible corrective actions. Factors to consider include the employee's use of available skills, deficiencies in knowledge or skills, unforeseen factors, and changed priorities.

## **Accomplishment**

## **Results**

Discussion:

## **Accomplishment**

## **Results**

Discussion:

## **Accomplishment**

## **Results**

Discussion:

## Goals and Commitments

Objective:

Standards and results desired:

Benchmark and completion dates:

Objective:

Standards and results desired:

Benchmark and completion dates:

Objective:

Standards and results desired:

Benchmark and completion dates:

Objective:

Standards and results desired:

Benchmark and completion dates:

## Career Development Plan

Identify the activities and resources needed to achieve the objectives described in the previous section.

1. What steps will the employee take to ensure meeting the objectives?

2. What assistance will the immediate supervisor provide?

3. What support is needed from the other parts of the organization?

4. What future career development should be considered?

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Employee's Signature

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Date



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