

PERFORMANCE REVIEW

NAME: _____

POSITION: _____

MANAGER: _____

DATE: _____

Competency and Performance Expectations

Use the following 5 point rating scale to rate competency and performance expectations;
 5=Exceptional; 4=Exceeds Expectations; 3=Meets Expectations;
 2=Below Expectations 1=Not Meeting Expectations; N/A=Not Applicable for Position

Competency & Performance Expectation	Rating	Comments
Teamwork <ul style="list-style-type: none"> • Treat Others with Dignity and Respect • Forms Productive Networks • Collaborates and Willingness to Work with Others 		
Quality <ul style="list-style-type: none"> • Accuracy, Clarity, Consistency and Thoroughness of Work • Competent in Skill and Knowledge • Mindset of Continuous Improvement 		
Integrity <ul style="list-style-type: none"> • Considers Ethical Aspects of Actions • Respects and Protects Confidential Information • Honest and Trusted by Others 		
Client Focus <ul style="list-style-type: none"> • Makes fulfilling Client's needs a Priority • Takes Responsibility for Solving Client issues • Balances individual Client requests and needs with those of other Clients and the overall organization 		
Effective Communications <ul style="list-style-type: none"> • Conveys Ideas Logically • Engages Others to Express their Views • Actively Listens and Acknowledges Others 		
Leadership <ul style="list-style-type: none"> • Envision the Future • Thinks and Plans Strategically • Motivates and Empowers Others 		
Timeliness <ul style="list-style-type: none"> • Analyzes & Solves Problems with a Sense of Urgency • Focuses on Priorities • Makes Timely Decisions • Completes Assignments within Timelines 		
Capacity <ul style="list-style-type: none"> • Provides Extraordinary Contributions • Leverage Experiences and Skills • Flexible and Open to Change 		
Analyze and Solve Problems <ul style="list-style-type: none"> • Integrate Data and Intuition to make Decisions • Recognized for Creating Solutions and 		

Solving Problems ♦ Evaluate Options		
Job Knowledge and Skill ♦ Exercises Knowledge and Skill in Performance of Job ♦ Involved with Self-improvement Activities ♦ Willing to Share Knowledge with Others		