1

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 • Treat Others with Dignity and Respect • Forms Productive Networks • Collaborates and Willingness to Work with Others		
Quality • Accuracy, Clarity, Consistency and Thoroughness of Work • Competent in Skill and Knowledge • Mindset of Continuous Improvement		
Integrity • Considers Ethical Aspects of Actions • Respects and Protects Confidential Information • Honest and Trusted by Others		
Client Focus • 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 • Conveys Ideas Logically • Engages Others to Express their Views • Actively Listens and Acknowledges Others		
Leadership • Envision the Future • Thinks and Plans Strategically • Motivates and Empowers Others		
Timeliness • Analyzes & Solves Problems with a Sense of Urgency • Focuses on Priorities • Makes Timely Decisions • Completes Assignments within Timelines		
Capacity • Provides Extraordinary Contributions • Leverage Experiences and Skills • Flexible and Open to Change		
Analyze and Solve Problems • Integrate Data and Intuition to make Decisions • Recognized for Creating Solutions and		

2

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		

3