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|----------------|--|
| Employee Name | |
| Date of Review | |

Manager Scoreboard

Please provide objective ratings of the employee's on-the-job performance using a five-scale system.

RATING SCALE

| | |
|---------------------------------|--|
| 5 (Outstanding) | Performs significantly above the expected quality/quantity for the role. |
| 4 (Exceeds Expectations) | Generally exceeds the expected quality/quantity criteria for the role. |
| 3 (Meets Expectations) | Meets the expected quality/quantity criteria for the role. |
| 2 (Needs Improvement) | Did not fully meet the expected quality/quantity criteria for the role. |
| 1 (Unacceptable) | Performed significantly below the expected quality/quantity criteria. |

General Evaluation

Organizational Knowledge and Judgment: Demonstrates the necessary knowledge of standard operating procedures, processes and resources for this role. Recognizes and resolves potential issues to determine the right course of action. Involves others in the decision-making process as needed.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Skillset: Possesses all the knowledge and expertise to effectively perform the role. Proactively seeks training to obtain new skills and masters new competencies through assigned training.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Quality of Work: Demonstrates high quality of work and ensures thoroughness, accuracy, and completeness:

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Productivity and Dependability: Demonstrates effective time management skills, ensures assigned tasks are completed on time. Executes on the designated schedule and displays commitment to delivering assigned work at expected levels of quality:

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Communication: Portrays effective verbal and written communication and listening skills. Remains accessible and available to other team members and managers as needed:

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Initiative: Demonstrates resourcefulness, versatility, and teamwork qualities necessary to conceptualize and carry out additional duties:

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Employee Self-Assessment Form

Please answer the questions below before your scheduled meeting with your manager.

Please select one of the following:

- I feel like I'm behind on my work.
- I could do better.
- I feel like I'm getting the job done.
- I feel confident in my contributions.
- My work has been the best ever!
- Still new and figuring it out.

What objectives or goals did you achieve in the first half of the year? If you did not establish goals for the last 6 months, what were your top achievements?

What do you hope to accomplish in the second half of the year?



What additional support do you feel you need to be the most successful in the next 6 months?

