



Performance Management Process
Officer/Executive Performance Review Form

EMPLOYEE INFORMATION

Employee Name:	Job Title:
Supervisor:	Period Covered By This Appraisal: to
Type of Review <input type="checkbox"/> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other	Review Date:

SECTION I - Review of Performance:

Highlight the most noteworthy achievements against objectives and performance factors set for the individual during the current review period. Upon completion of the evaluation the individual should be rated as Unsatisfactory, Below Standards, Meets Standards, Above Standards or Outstanding.

Objective #1

Accomplishments:

Objective #2

Accomplishments:

Objective #3

Accomplishments:

Objective #4

Accomplishments:

Objective #5

Accomplishments:

Objective #6

Accomplishments:

Objective #7

Accomplishments:

SECTION II - Employee Performance

Use this section to describe performance in specific work areas.

Adaptability:

Communication/Public Relations:

Personal Judgment/Ethics/Teamwork:

Decision Making:

Leadership:

Managing Performance:

People Development:

Division Management:

EEO/Affirmative Action:

Results Focus:

SECTION III - Performance Summary

In the space below or on an attachment, summarize the employee' s performance in the last review period and provide an overall rating. When providing comments, consider the employee's performance against objectives, key elements of the Employee Performance section above, and strengths/potential improvements.

Performance Ratings:

Unsatisfactory Meets Standards Outstanding
Below Standards Above Standards

Employee Overall Performance Summary:

Overall Performance Rating:

SECTION IV - Employee Comments:

SECTION V - Signature Section

Employee Signature

Date

Supervisor Signature

Date

Second Level Review Signature

Date