

## Employee/Manager Performance Management 200X

<b>Employee Name:</b>	<b>Employee ID:</b>	<b>Job Title:</b>	<b>Department Name/Number:</b>
<b>Time in Present Position:</b>	<b>Assessment Period:</b> <b>From:</b> <b>To:</b>	<b>Manager:</b>	<b>Annual Performance Rating:</b>

### Step One – Set Individual Goals

**Instructions:**

- Identify the department goals that pertain to your job role.
- Use the Goal Setting Worksheet to draft your individual goals.
- Choose 2 – 3 competencies and/or job-related skills to create development goals.
- Document results against goals throughout the year.

<b>Specific job related goals supporting department/company goals</b>	<b>Measured by/Deliverable</b>	<b>Due Date</b>	<b>Annual Results Summary</b>
<b>Competencies Targeted for Development</b>	<b>Measured by/Deliverable</b>	<b>Due Date</b>	<b>Annual Results Summary</b>

## Step Two – Quarterly Coaching Meetings

<b>Instructions:</b>		
<ul style="list-style-type: none"> <li>Each quarter, the manager should enter comments in the section below and discuss with the employee during the quarterly coaching meeting.</li> </ul>		
<b>Managers comments on quarterly results and competency development</b>		<b>Date</b>
<b>Q1</b>	<b>Performance against individual goals:</b>  <b>Progress on developing competencies:</b>	
<b>Q2</b>	<b>Performance against individual goals:</b>  <b>Progress on developing competencies:</b>	
<b>Q3</b>	<b>Performance against individual goals:</b>  <b>Progress on developing competencies:</b>	
<b>Q4</b>	<b>Performance against individual goals:</b>  <b>Progress on developing competencies:</b>	



## Annual Performance Rating

**Instructions:**

- The Annual Performance rating represents a cumulative assessment based on overall performance for the entire year. Please provide a summary rating that takes into consideration all performance for the year and competency assessments. Indicate overall performance by graphically marking an “X” on the scale below

Company Maker	Exceeded Expectations	Met Expectations	Improvement Needed	Unsatisfactory

## Manager’s Annual Summary Comments

**Signatures:** The performance review must be reviewed and approved by two levels of management before submitting to Human Resources

	Employee Comments:
_____ Employee <span style="float: right;">Date</span>	
_____ Manager <span style="float: right;">Date</span>	
_____ Next Level Manager <span style="float: right;">Date</span>	
_____ Human Resources <span style="float: right;">Date</span>	