

Overall Performance Summary and Comments:

Required section for Introductory (90-day) and All Other Reviews.

EMPLOYEE COMMENTS:

Key Strengths:

Key Development Needs:

Overall:

**Goal Completion:
(if applicable)**

MANAGER COMMENTS:

Key Strengths:

Key Development Needs:

Overall:

**Goal Completion:
(if applicable)**

Overall Performance Rating*:

Required section for Introductory (90-day) and All Other Reviews.

E = Exceeds Expectations

Performance exceeds expectations for this job in almost all behaviors, duties, and/or responsibilities on a sustained basis. An individual with this rating should be a demonstrated leader whom others follow. This rating is reserved for consistently high performers.

M+ = Meets Plus Expectations

Performance always meets and frequently exceeds expectations for this job in most behaviors, duties, and/or responsibilities in both quality and quantity. The individual with this rating not only completes all work according to their job description, but routinely goes above and beyond the position requirements.

M = Meets Expectations

Performance meets expectations for this job in multiple behaviors, duties, and/or responsibilities and may occasionally exceed expectations. An individual with this rating satisfactorily completes work according to the job description and/or goals.

M- = Meets Minus Expectations

Performance meets expectations for this job in some behaviors, duties, and/or responsibilities some of the time. There is significant room for improvement in the quality or quantity of efforts to consistently meet job expectations in all behaviors, duties, and/or responsibilities.

D = Does Not Meet Expectations

Performance is below expectations for this job in multiple behaviors, duties, and/or responsibilities. An improvement plan is to be developed. Immediate and sustained improvement is necessary for individuals with this rating.

Note: ~ For an employee who is new in this position, consider performance and job expectations based upon the time the employee has been in the job.

~ Managers *must* include overall comments if employee does not meet overall expectations.

**Enter Self
Rating*:**

**Enter Manager
Rating*:**

* Overall Performance Rating is based on the combined Overall Service Values rating and the Overall Job Responsibilities rating. Refer to Performance Review Overall Rating Matrix tool to determine Overall Performance Rating.