



Performance Review – Employee Form

Evaluation Period From: **To:**

Name of Employee:

Name of Supervisor:

Date:

Working together, the employee and supervisor should follow these steps:

1. In preparation for the evaluation meeting, the employee completes the Employee Form and the supervisor completes the Supervisor Form. The form's header row labels of NI, ME, and EE stand for Needs Improvement, Meets Expectations, and Exceeds Expectations.
2. In the evaluation meeting, review the current job description to see that it accurately describes the job responsibilities.
3. Make revisions where necessary.
4. Employee and supervisor meet to discuss performance and improvement plans for the next evaluation period.
5. Employee and supervisor reach a consensus on the goals for the employee's next year.
6. Adding additional comments if desired, the employee and supervisor sign and date.
7. The HR Manager will file a copy of the Performance Review in the employee's personnel file.
8. Refer to the "Agreed upon Goals for the Next Year" during the next annual performance review.*

* In some cases, a performance review might be scheduled sooner than one year hence, to look at overall performance or at specific performance goals.

Shared Performance Expectation	NI	ME	EE	How do you demonstrate this SPE in your work?
<i>Be competent at your work</i> - Know your area of work or study and consistently perform to expectations and use constructive feedback to improve.				
<i>Communicate effectively</i> - Create a message – in written, oral, or visual form – that is clearly understood by the intended audience.				
<i>Respect others</i> - Show respect for other people and be open to perspectives different than your own; treat people with empathy and kindness.				
<i>Think critically</i> - Apply critical thinking methods to relevant issues and problems – examine assumptions, gather relevant and reliable data and information, make conclusions based on evidence.				
<i>Act responsibly</i> - Within your role or roles at HCC, meet your commitments and be accountable for your own professional behavior and performance.				
<i>Work effectively in teams</i> - Contribute productively - as a leader or a member - as part of a team that may have members who are different than you in some significant way.				

What do you consider to be your top two strengths?

What do you consider to be your top two areas for growth and development?

Additional employee comments (optional):