



Staff Employee Performance Review

Instructions for the Staff Employee Performance Review Form

Complete all employee information at the top of the form.

Under evaluation period, enter the inclusive dates covered by the review. The standard annual review dates are January 1 through December 31. If the employee was hired after January 1, enter the date of hire as the "From" date. The narrative comments below may only include information about the employee's performance that occurred during the reporting period.

Performance Level (From FSH 3340, section A-10)

Performance levels in each criterion evaluated are described as follows:

- a. Meets/Exceeds Requirements is the performance

Narrative(s):

This section is required for all employees. In this section, describe the general performance of the employee as it relates to the job description. Consider commenting on any noteworthy aspect of the quality and quantity of work, such as job knowledge, initiative, dependability, customer service, teamwork, attendance, communications, task management, budget management, safety, decision making, supervision, accountability, civility, judgment, leadership, problem solving, training/development, or other dimensions appropriate for the review.

In addition, this section may be used to mention noteworthy events, projects, or other achievements that happened during the year. These accomplishments may not change the overall performance rating.

This section is required if a Needs

Improvement rating is given. In this section, describe the specific performance standards and the behaviors or performance that fail to meet those standards. Remember, the employee is allowed to attach comments (their side of the story) and their comments are the final step in the review process. This is your opportunity to provide a sufficient summary to justify the characterization.

In addition, this section may be used to mention documented situations, performance, or behaviors that happened during the year. These issues may not change the overall performance rating.

This section is required for all employees as it can help set the stage for evaluating next year's performance. The expectations described here will vary widely depending upon the responsibilities of the position. This section may include such things as goals, developmental opportunities, and recommended improvement areas (even if the performance level is rated as satisfactory). For employees rated as "Needs Improvement," needed improvements should be noted in the previous section and do not need to be repeated here.

Signatures:

The supervisor must sign and date the evaluation before forwarding it. If the evaluation is rated **Needs Improvement**, the supervisor will then submit the evaluation form for second-level review. If the evaluation is rated **Meets/Exceeds Expectations**, second-level review is optional. The second-level reviewer is typically the next-level supervisor, but please consult with your unit leadership for specific processes and supervisory signature authority.