



# Professional Performance Review

Human Resources

Version: 7.30.20

ID: SE-022

<b>Name:</b>	<b>Date Filled by Employee:</b>
<b>Job Title:</b>	<b>Date Filled by Manager:</b>
<b>Department:</b>	<b>Mid Year</b> <input type="checkbox"/> <b>End of Year</b> <input type="checkbox"/>
<b>Manager:</b>	

<b>Grade Scale:</b>	
<b>5 = Exceptional</b>	Performance is outstanding and far exceeds goals.
<b>4 = Exceeds Expectations</b>	Performance is noticeably better than <i>expectations</i>
<b>3 = Meets Expectations</b>	<i>Gets</i> their job done well. Performance meets objectives <i>and is at expectations.</i>
<b>2 = Needs Improvement</b>	Does some parts of the job well; other parts do not meet expectations. Improvement required.
<b>1 = Unacceptable</b>	Significant improvement needed in performance, within a specified time period to <i>remain in role.</i>

## Objective 1 -

<b>Category</b>		
<b>Objective Description</b>		
<b>Self-Assessment:</b>	<b>Manager's Assessment:</b>	<b>Grade (1-5)</b> <input type="text"/>

## Objective 2 -

<b>Category</b>		
<b>Objective Description</b>		
<b>Self-Assessment:</b>	<b>Manager's Assessment:</b>	<b>Grade (1-5)</b> <input type="text"/>



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## Objective 3 -

<b>Category</b>		
<b>Objective Description</b>		
<b>Self-Assessment:</b>	<b>Manager's Assessment:</b>	<b>Grade (1-5)</b> <input type="text"/>

## Objective 4 -

<b>Category</b>		
<b>Objective Description</b>		
<b>Self-Assessment:</b>	<b>Manager's Assessment:</b>	<b>Grade (1-5)</b> <input type="text"/>

## Objective 5 -

<b>Category</b>		
<b>Objective Description</b>		
<b>Self-Assessment:</b>	<b>Manager's Assessment:</b>	<b>Grade (1-5)</b> <input type="text"/>

## Summary

	<b>Grade Average</b>
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## Value 1 - Professional

**Description:** Does the right thing. Calm, businesslike demeanor, does everything they can do to make the situation right. Dresses appropriately for work environment. Others respect and value you.

<b>Self-Assessment:</b>  	<b>Manager's Assessment:</b>  	<b>Grade (1-5)</b>  
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## Value 2 - Accountable

**Description:** Does what he/she says, always striving to do the right thing. Is honorable and noble with customers, co-workers, shareholders and suppliers.

<b>Self-Assessment:</b>  	<b>Manager's Assessment:</b>  	<b>Grade (1-5)</b>  
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## Value 3 - Honesty and Integrity

**Description:** Works to the highest standards. Takes pride in work and the company. Honest and clear communication – up, down and sideways.

<b>Self-Assessment:</b>  	<b>Manager's Assessment:</b>  	<b>Grade (1-5)</b>  
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## Summary

   	<b>Grade Average</b>
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## Final Grade

An overall performance rating below a 2.8 requires a Performance Improvement Plan be established.  
Contact HR for assistance.

<b>Final Grade</b>
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## General Comments by Manager

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Employee Signature:

Manager Signature:

## General Comments by Employee

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Employee Signature:

Manager Signature:

## Action Plan

*This is a plan that is agreed upon to develop employee and/or the job*

**Include any training or counseling requirements:**

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**Career development – possible steps in career development:**

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**Agreed action plan – job and development objectives – time scale:**

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