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| **Employee’s Last Name:** |  |
| **Employee’s First Name:** |  |
| **Banner ID:** |  |
| **Job Title:** |  |

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| **Review Period:** | June 1,      -May 31, |
| **Department:** |  |
| **Division Code:** |  |
| **Is Job in a Job Family?** |  |

# **Performance Review Form**

## Job Duties / Responsibilities / Position Goals / Previously Identified Development Needs

**Setting expectations:**

* List as few as five and up to ten job duties, responsibilities, position goals, or previously identified   
  development needs.

**Conducting the review:**

* Add comments on how well the employee performed these pre-established expectations.
* Identify one to three observed behaviors, present or absent, that contributed to the resulting outcome. For suggestions, review the [Observed Behaviors website.](http://www.auburn.edu/administration/human_resources/hrd/observed-behaviors.html)
* Add any development opportunities to optimize output for the upcoming year.
* Finally, rate each pre-established expectation.

| 5 Exemplary: | Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need. | **1 Unacceptable** | **2 Marginal** | **3 Meets Expectations** | **4 Exceeds Expectations** | **5 Exemplary** |
| --- | --- | --- | --- | --- | --- | --- |
| 4 Exceeds Expectations: | Performance frequently exceeds the expectations for this job duty/responsibility/position goal/ previously identified development need. |
| 3 Meets Expectations: | Performance consistently meets the expectations for this job duty/responsibility/position goal/ previously identified development need. |
| 2 Marginal: | Performance meets some, but not all of the expectations for this job duty/ responsibility/position goal/ previously identified development need. |
| 1 Unacceptable: | Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/ previously identified development need. |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year****:*** | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year****:*** | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year:* | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year****:*** | |  |  |  |  |  |
| 1. **Job duty/Responsibility/Position goal/Previously identified development need:**  * *How well was this performed?* * *Behaviors Observed:* * *Performance Development for upcoming year****:*** | |  |  |  |  |  |

#### Performance Summary (attach additional pages as necessary)

| 5 Exemplary: | Performance is consistently superior and significantly exceeds job duties/responsibilities/ position goals. | **1 Unacceptable** | **2 Marginal** | **3 Meets Expectations** | **4 Exceeds Expectations** | **5 Exemplary** |
| --- | --- | --- | --- | --- | --- | --- |
| 4 Exceeds Expectations: | Performance frequently exceeds job duties/responsibilities/position goals |
| 3 Meets Expectations: | Performance consistently meets job duties/responsibilities/position goals |
| 2 Marginal: | Performance meets some, but not all job duties/responsibilities/position goals. |
| 1 Unacceptable: | Performance consistently fails to meet minimum job duties/responsibilities/position goals. |
| **What is the overall rating for the year?**   * ***Supervisor Comments:*** * ***Employee Comments:*** | |  |  |  |  |  |

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| **Planning Document Created:** |  |
| **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |
| **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |

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| **Performance Review Approval Signatures:** |  |
| **Supervisor Name:**  **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Banner ID:**  **Date:** |
| **Manager (Second Level Review) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |

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| **Performance Review Conducted:**  **Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  This annual performance review will become part of your personnel file. Your signature above indicates that you and your supervisor discussed this document. Your signature above does not necessarily mean that you are in agreement with this performance review. | **Date:** |

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| **HR Liaison Validation:** | **Check to Validate:** | **Date:** |