**Instructions for Completing Performance Evaluation**

**Section 1: Goals**

Employee should list goals for the review period. After discussion with manager, manager will select “met goals or did not meet goals for performance.”

**Section 2: Performance Competencies**

Employee completes “self-evaluation” by clicking “Choose a rating.” For ratings of 4, 1 or 0, employee must add a comment to justify rating. This is repeated for all competency areas.



Manager completes “Supervisor” section by clicking “Choose a rating.” For ratings of 4, 1 or 0, manager must add a comment to justify rating. In “Rating #” area, manager enters score given. This is repeated for all competency areas.



**Section 3**: **Department Specific Competencies**

This section should be completed if you have additional department specific competencies that you would like to have included in the employee’s performance evaluation. The 3 available fields are left blank for you to enter the specific competencies for which you would like to measure.

**Section 4: Compliance, Training and Development**

This section should be completed to document all mandatory training and development requirements for the evaluation period. Managers and employees may also list any additional training and development opportunities completed during the evaluation period.

**Section 5: Overall Rating and Signatures**

Manager completes this section by using the following formula:

 Sum of ratings from each competency areas divided by total number of competencies = Final Rating

 **Example \_\_\_\_**/12 (13 for Mgr.) = \_\_\_\_\_\_\_\_\_.

An overall rating of “2” or higher is deemed to have met expectations. A rating lower than “2” is deemed not

to have met expectations.