



## EMPLOYEE PERFORMANCE EVALUATION FORM

Employee name:

Employee no:

Position:

Department:

1. Overall how would you rate this individual's performance based on your expectations for the role?

DESCRIPTIONS	Significantly below expectations	Below expectations	Meet expectations	Above expectations	Significantly Above expectations
Functional expertise area and system expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Execution:</b> Pursues all assignments and projects until completion. Follows through on assignments to ensure successful completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Courage:</b> Courage to confront problems directly, taking action and being decisive. Does what is right for the customer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Customer focus:</b> Identifies customer needs and executes to meet or exceed customer expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Communication:</b> Communicates effectively one-on-one and in groups, while openly sharing knowledge and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Availability:</b> Response resourcefully, flexibly and positively when faced with new challenges and demands. Moves forward productively and optimistically under conditions of change of uncertainty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Influence:</b> Gains support for proposed changes through careful consideration of customer needs and interests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Engagement:</b> Commits to the mission, vision and objectives of the organization. Creates a sense of energy by empowering others and recognizing performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Relationships Building:</b> Contributes to a culture of respect, diversity and inclusion while maintaining strong relationships internally and externally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DESCRIPTIONS	Significantly below expectations	Below expectations	Meet expectations	Above expectations	Significantly Above expectations
<b>Strategic Thinking:</b> Demonstrates understanding of mission, vision and strategies for business unit, function or religion. Maintains the overall big picture of the business and its interrelationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Global Perspective:</b> Leverages solutions from all business functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Please indicate the competency in which this individual most excels at, and provide explanation as to why (specific examples are desired).

3. Please indicate the competency in which this individual should focus on to drive the biggest impact to the organization, and provide explanation as to why (specific examples are desired).

4. What has this individual accomplished this year that has had the biggest impact on you?

5. In what way(s) does this individual contribute to overall team objectives and goals?

6. What specific areas or skills do you believe the individual should focus on for improvement?

7. What action plans or steps can be taken to help the individual address these areas of improvement?

8. Are there any recommended training or development programs?

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Signature:  
 Evaluator name:  
 Evaluator position:  
 Date: