

**IS&T Annual Performance Review Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Period Covered: \_\_\_\_\_

**I. GOALS AND REQUIREMENTS**

IN COLUMN (1) list items from last Annual Review, or last Quarterly Review, if items have changed.

IN COLUMN (2) indicate status of goals/requirements. The following descriptors are recommended for recording a summary status of performance goals, special projects, job/career development activities, or maintenance of regular duties and responsibilities.

<b>Progress Descriptors</b>	<b>Achievement Descriptors</b>
<b>A / Ahead of schedule</b>	<b>E / Exceptional</b> – Performance consistently exceeds expectations; the results are broadly recognized within the community as being highly valued.
<b>B / Behind schedule</b>	<b>H / Highly Effective</b> – Consistently strong level of performance – goals are consistently achieved, many times overcoming significant challenges.
<b>C / Cancelled</b>	<b>P / Proficient</b> – Above average level of performance – goals are consistently achieved.
<b>D / Done</b>	<b>N / Needs Improvement</b> – Commitments may have been missed without mitigating circumstances.
<b>O / On track</b>	<b>U / Unacceptable</b> - Regularly misses commitments.
	<b>NA / Not applicable</b> (Please explain).

IN COLUMN (3) you may note what employee has achieved since the most recent Quarterly Review in relation to goals, projects, etc. You may also note reasons why goals and requirements are not being met.

<b>Progress Toward/Achievement Of Goals and Requirements</b>			
<b>(1) GOALS</b>	<b>(2) DESCRIPTORS</b>		<b>(3) COMMENTS</b>
<b>Goals, projects, activities, requirements, duties or responsibilities</b>	<b>Progress-related (A, B, C, etc.)</b>	<b>Achieve-related (E, H, P, etc.)</b>	<b>(Should address how work was done as well as what was done.)</b>

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**II. PERFORMANCE FACTORS**

(These factors align with categories on the IS&T Job Description)

The following behavior descriptors are to be used in evaluating the employee in the performance factors which follow.

**E / Exceptional** – Behavior consistently exceeds expectations of job level. A clear role model.

**H / Highly Effective** – Behavioral competency is generally demonstrated at levels exceeding expectations for the position/job level.

**P / Proficient** – Behavioral competency is demonstrated at a level consistent with the position.

**N / Needs Improvement** – Some behaviors are inconsistently demonstrated.

**U / Unacceptable** - Regularly demonstrates behaviors inconsistent with expected competencies for the job level.

**NA / Not applicable** (Please explain).

Performance Factor	Descriptor	Comments
Knowledge, skills & expertise		
Service Orientation		
Critical thinking and problem-solving		
Collaboration		
Communication effectiveness		
Decision making		
Influencing and leading		
Responsibility and accountability		
Supervisory skills (if applicable)		
Other factors related to position (list)		

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### III. SUMMARY/RATING

- A. With reference to the “Progress Toward/Achievement of Goals and Requirements,” select the one achievement descriptor that best describes the employee’s achievement of all the goals and/or requirements throughout the entire performance review year.
  
- B. With reference to the “Performance Factors,” select the one behavior descriptor that best fits the overall evaluation of this staff member for all of those factors combined for the entire performance year.
  
- C. With reference to both the “Progress Toward/Achievement of Goals and Requirements” on the first page and the “Performance Factors” reviewed on the second page, and considering all the areas discussed in this review and any others points you feel are important, please summarize the assessment of this staff member’s total effectiveness on the job for the year.

The following composite descriptors are to be used in establishing the employee’s overall rating for the year. Please select the one composite descriptor that best fits the overall evaluation of this staff member for all of those factors combined for the entire performance year.

**E / Exceptional** – Performance consistently exceeds expectations in all dimensions – not only the specific results, but how the results were achieved; the performance is broadly recognized within the community as being unusual and highly valued. A clear role model.

**H / Highly Effective** – Consistently strong level of performance – goals are consistently achieved, and behavioral competencies are generally demonstrated at levels exceeding expectations for the position. A role model for one or more of IS&T strategic themes.

**P / Proficient**– Above average level of performance – goals are consistently achieved and behavioral competencies are demonstrated at a level consistent with the position and consistent with IS&T strategic themes.

**N / Needs Improvement** – Some goals may have been missed and/or expected behaviors may be inconsistently demonstrated.

**U / Unacceptable** - Regularly misses commitments and/or regularly demonstrates behaviors inconsistent with expected competencies for the job level. Anyone with U rating is expected to have a development plan to address gaps.

#### Overall Rating For The Performance Year

If there are any changes worth noting since the last annual review, please comment on them.

Also, specifically comment on the conditions influencing the environment in which the job was performed, i.e., degree of challenge presented.

### IV. MUTI-RATER FEEDBACK (Optional)

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**Check, if attached**

**V. STAFF MEMBER'S COMMENTS**

Each staff member is encouraged to express their views on their performance review. Please use additional pages as necessary.

Staff Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Supervisor's Manager \_\_\_\_\_

Date \_\_\_\_\_

**VI. COMMENTS OF SUPERVISOR'S MANAGER (Optional)**

## **IS&T Annual Performance Review Form**

*Submit completed, signed form to your CG-Team representative by the last business day of the performance quarter. Attach a copy to most recent Goals Document and any earlier Quarterly Reviews for current performance year.*