|  |  |
| --- | --- |
| **Employee’s Name:**  |       |
| **Title:**  |       |
| **Supervisor:** |       |
| **Review Period:** |       |

1. Employee should review position description and make note of any significant changes since last year’s performance review. If changes exist, please discuss with supervisor and attach updated position description.
2. If performance goals were set at the last performance review, comment on the employee’s progress.

## Performance Competencies - Explanation only needed for ratings other than Great Job!

| Above & Beyond | Performance is consistently superior and significantly exceeds position requirements. | **Above & Beyond** | **Great Job!** | **Needs Work** | **Not Applicable** |
| --- | --- | --- | --- | --- | --- |
| Great Job! | Performance consistently achieves position requirements. |
| Needs Work | Performance consistently fails to achieve minimum position requirements; employee lacks skills required or fails to utilize necessary skills. |
| Not Applicable: | Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date. |
| 1. Works in a safe manner consistently, monitors others’ safety

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Possesses skills and knowledge to perform the job competently and with attention to detail/accuracy

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Skill at planning, organizing and prioritizing workload

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Holds self accountable for assigned responsibilities; sees tasks through to completion in an accurate and timely manner

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Proficiency at improving work methods and procedures as a means toward greater efficiency

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Communicates effectively with supervisor, peers, and internal/external customers

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Ability to work independently

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Ability to work cooperatively with supervision or as part of a team

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Willingness to take on additional responsibilities

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Reliability (attendance, punctuality, meeting deadlines)

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| **Additional performance competencies for employees with supervisory responsibilities:** |  |  |  |  |
| 1. Displays fairness towards all subordinates.

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals.

 *Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Delegates responsibility where appropriate, based on the employee’s ability and potential.

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Takes timely and appropriate corrective/disciplinary action with employees.

*Brief explanation:*       | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment.

*Brief explanation:*        | [ ]  | [ ]  | [ ]  | [ ]  |

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

1. List all aspects of employee’s performance that contribute to their effectiveness.

1. List aspects of employee’s performance that require improvement for greater effectiveness.

**Goal Setting and Development Planning**

1. List the employee’s performance goals for the coming year:

1. List the employee’s development goals for the coming year (conferences, workshops, etc):

1. In the coming year, how will you provide guidance and assistance for the employee to accomplish their goals?

***This annual performance review will become part of your Urbana Park District personnel file. Please sign below to acknowledge that you have received this document.***

|  |  |
| --- | --- |
| **Employee’s Signature:**  | **Date:**       |
| **Supervisor’s Signature:**  | **Date:**       |

**Recommended for Step Increase? (Circle one) YES NO**

*(Generally, the majority of ratings must be Great Job! or Above & Beyond to qualify. In extenuating circumstances, this guideline may not be applicable.)*