

Employee Name:

Title:

Supervisor(s):

Review Period:

Performance Review Form

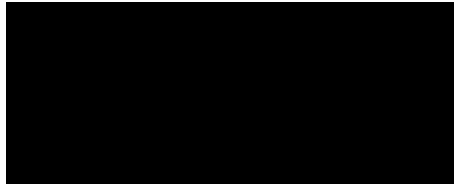
Performance Competencies

Instructions: A rating of Proficient (3) indicates the employee consistently meets the position requirements. **To rate above or below a (3) on any competency, examples justifying the rating are required.**

		5_ Exceptional	4_ Exceeds Expectations	3_ Proficient	2_ Inconsistent	1_ Unsatisfactory
5_ Exceptional:	Model employee. Performance is consistently superior and significantly exceeds position requirements.					
4_ Exceeds Expectations	Performance frequently exceeds position requirements.					
3_ Proficient:	Consistently performs well and meets position requirements.					
2_ Inconsistent:	Performance meets some, but not all position requirements.					
1_ Unsatisfactory:	Performance is unsatisfactory and consistently fails to meet minimum position requirements.					
1. Excellence –Possesses skills, knowledge, and proficiency to perform the job competently. Is adept at analyzing facts, problem solving, decision-making, and demonstrating good judgment. Is skilled at planning, organizing, and prioritizing workload. Provides timely, effective, accurate, constructive communication. Considers both long-term needs and short-term demands. Possesses ability to work independently. <i>Examples:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teamwork – Ability to work cooperatively with supervision or as part of a team. Communicates effectively with supervisor(s), peers, external vendors, and others across the organization. Helps others, and builds strong and positive working relationships. <i>Examples:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5_ Exceptional:	Model employee. Performance is consistently superior and significantly exceeds position requirements.	5_ Exceptional	4_ Exceeds Expectations	3_ Proficient	2_ Inconsistent	1_ Unsatisfactory
4_ Exceeds Expectations	Performance frequently exceeds position requirements.					
3_ Proficient:	Consistently performs well and meets position requirements.					
2_ Inconsistent:	Performance meets some, but not all position requirements.					
1_ Unsatisfactory:	Performance is unsatisfactory and consistently fails to meet minimum position requirements.					
<p>3. Accountability and Professionalism – Holds self accountable for assigned responsibilities. Sees tasks through to completion in a timely manner. Has reliable attendance, punctuality, and meets deadlines. Shows proficiency at improving work methods and procedures as a means toward greater efficiency. Demonstrates willingness to take on additional responsibilities.</p> <p><i>Examples:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. Integrity and Respect – Speaks and acts in ways that demonstrate respect for others, value for their wellbeing, and inclusivity to all members of our community. Treats others with dignity. Displays and reinforces the highest ethical standards.</p> <p><i>Examples:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Performance Summary (attach additional pages as necessary)

1. If not covered above, please list all aspects of employee's performance that contribute to his or her effectiveness.

2. If not covered above, please list all aspects of employee's performance that require improvement for greater effectiveness.

Goal Setting and Development Planning

3. If not covered above, please list recommendations for employee's performance and developmental goals for the coming year:

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

Employee's Signature:

Date:

Reviewer's Signature:

Date: