**
Performance Review Form**

**EMPLOYEE NAME:** **COMPLETED BY:       DATE COMPLETED:
REVIEW PERIOD:**

## Part 1: Key Job Responsibilities

|  |
| --- |
| List the four to six most important aspects of this individual’s job and evaluate his/her performance. Note any significant changes to job since the last performance review. |
| 1.
2.
3.
4.
5.
6.
 |

## Part 2: Goals and Other Key Accomplishments

|  |
| --- |
| List each previously established goal. |
| **GOAL 1** |
|  |
| **Status** |
|  |
| **Assessment** |
|  |
| **Behaviors/Competencies**  |
|  |
| **GOAL 2** |
|  |
| **Status** |
|  |
| **Assessment** |
|  |
| **Behaviors/Competencies**  |
|  |
| **GOAL 3** |
|  |
| **Status** |
|  |
| **Assessment** |
|  |
| **Behaviors/Competencies**  |
|  |

## Part 3: Suggestions for Growth

|  |
| --- |
| List up to three areas where this individual could experience growth in the coming year. Include specific examples to support your statements. |
| 1.
2.
3.
 |

## Part 4: Summary of Key Accomplishments

|  |
| --- |
| List the individual’s three most important achievements or contributions that directly supported the College’s or department’s strategy or goals during the review period. |
| 1.
2.
3.
 |

## Part 5: Professional Development Courses

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| --- |
| List the four FVCC professional development courses attended during the evaluation period. |
| 1.
2.
3.
4.
 |

## Part 6: Overall Rating

|  |
| --- |
| Choose one of the following five ratings. |
| **Meets Some Expectations/Learning** | **Meets Most Expectations/** | **Meets and Sometimes Exceeds Expectations** | **Frequently Exceeds Expectations** | **Routinely Exceeds Expectations** |
| **1** | **2** | **3** | **4** | **5** |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

## Part 7: Goals for Next Review Period

|  |
| --- |
| List each upcoming goal. |
| **GOAL 1** |
|  |
| **Assessment Criteria** |
|  |
| **Expectations** |
|  |
| **GOAL 2** |
|  |
| **Assessment Criteria** |
|  |
| **Expectations**  |
|  |
| **GOAL 3** |
|  |
| **Assessment Criteria** |
|  |
| **Expectations**  |
|  |

## Part 8: Employee Comments

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| [ ]  |

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**EMPLOYEE SIGNATURE DATE**

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**SUPERVISOR SIGNATURE DATE**