

Part 5: Performance Assessment

Provide a narrative assessment of the employee's performance in relation to the Key Results and Competencies Expected that were outlined in Part 1. The assessment must be based on performance observed or verified.

Key Results

To what degree did the employee accomplish the expected results and how well were they done?

Key Competencies

How well (or how frequently) did the employee demonstrate the knowledge, skills, abilities and behaviors expected?

Other Relevant Information (Optional)

Acknowledgement of Performance Evaluation

The signatures below indicate that the supervisor and employee have discussed the contents of this evaluation.

This report is based on my best judgment.

Evaluator's Signature:

Date:

This report has been discussed with me.

Employee's Signature:

Date:

I have reviewed this report, and in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the employee's performance.

Comments:

Reviewer's Signature:

Date:

NOTE: Typically, once the performance evaluation is completed and signed by all parties, the supervisor provides the employee with a copy and the original is forwarded to Human Resources to be placed in the employee's personnel file. Supervisors should check with their Human Resources office for organization-specific instructions.