

NUMERICAL SCALE PERFORMANCE REVIEW FORM

JOB DEFINITION

- PERFORMANCE COMPETENCIES** *(Depending on position, some competencies may be more relevant than others.)*

[illegible]

FEEDBACK & DEVELOPMENT (FAD)

NUMERICAL SCALE PERFORMANCE REVIEW FORM

DETAILS	5	4	3	2	1	n/a
6. Communicates effectively with supervisor, peers, and students	☐	☐	☐	☐	☐	☐
7. Ability to work independently	☐	☐	☐	☐	☐	☐
8. Ability to work cooperatively with supervision or as part of a team	☐	☐	☐	☐	☐	☐
9. Willingness to take on additional responsibilities	☐	☐	☐	☐	☐	☐
10. Reliability (attendance, punctuality, meeting deadlines)	☐	☐	☐	☐	☐	☐
11. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment	☐	☐	☐	☐	☐	☐

DETAILS - ADDITIONAL PERFORMANCE COMPETENCIES FOR EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES	5	4	3	2	1	n/a
1. Displays fairness towards all those under their influence.	☐	☐	☐	☐	☐	☐
2. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals.	☐	☐	☐	☐	☐	☐
3. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.	☐	☐	☐	☐	☐	☐
4. Delegates responsibility where appropriate, based on the employee's ability and potential.	☐	☐	☐	☐	☐	☐
5. Takes timely and appropriate corrective/disciplinary action with employees.	☐	☐	☐	☐	☐	☐

COMMENTS / EXPLANATIONS

FEEDBACK & DEVELOPMENT (FAD)

NUMERICAL SCALE PERFORMANCE REVIEW FORM

PERFORMANCE SUMMARY *(attach additional pages as necessary)*

1. List all aspects of employee's performance that contribute to his or her effectiveness.
2. List aspects of employee's performance that require improvement for greater effectiveness.
3. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

GOAL SETTING AND DEVELOPMENT PLANNING

1. List the employee's performance goals for the coming year:
2. How do these align with departmental goals?
3. List the employee's development goals for the coming year:

FEEDBACK & DEVELOPMENT (FAD)

NUMERICAL SCALE PERFORMANCE REVIEW FORM

**HUMAN
RESOURCES**



GOAL SETTING AND DEVELOPMENT PLANNING CONT.

4. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

Manager's Signature

Month / Date / Year

Provide a copy of this form, completed and signed, to employee.