

ANNUAL PERFORMANCE EVALUATION

EMPLOYEE NAME:

POSITION:

EVALUATION DATE:

EVALUATION PERIOD:

MANAGER:

PERFORMANCE RATINGS

5. **OUTSTANDING** – Extremely rare; reserved for those who clearly and consistently demonstrate exceptional accomplishments in major areas of responsibility. Performance far exceeds standards. Goes beyond role.
4. **EXCEEDS expectations** – Above-average performance that both exceeds standards and makes a significant contribution to the success of WBDC.
3. **MEETS expectations** – Performance meets expectations. Strong along a number of dimensions, few weaknesses.
2. **NEEDS IMPROVEMENT** – Fell short of expectations. Performance weak in one or more areas.
1. **UNSATISFACTORY** – Very poor performance.

PERFORMANCE SUMMARY

Employee's main areas of strength:

Employee's main areas of for development:

Significant accomplishments during the review period:

Overall rating: Performance score on 1-5 scale

Competencies

Competency	Comments (including both strengths and areas for development, where appropriate)	Score
<p>Technical and functional expertise. Understands and performs all job responsibilities. Demonstrates understanding of scope and purpose of assignments. Displays necessary skills, knowledge and expertise. Delivers high-quality, accurate results. Incorporates knowledge of policies and practices into work.</p>		
<p>Planning and organization. Plans work effectively and manages to plan. Works productively and efficiently to meet deadlines. Prioritizes work – even in crunch situations. Anticipates obstacles and issues, develops contingency plans.</p>		
<p>Problem solving and decision making. Handles difficult situations, anticipating and pursuing logical next steps without assistance. Enthusiastically pursues responsibilities and suggests improved approaches. Demonstrates good judgement; reaches sound conclusions. Is flexible, adapts quickly to new circumstances or priorities, is open to new ideas. Looks for creative solutions. Seeks assistance as appropriate.</p>		
<p>Client/customer focus. Demonstrates responsiveness and service orientation. Has mature, courteous, professional approach. Is reliable and timely (punctuality, attendance, arranging backup, meeting commitments and deadlines). Identifies, anticipates and understand the needs of others; responds quickly with practical solutions. Effectively manages expectations. Initiates communication on the status of work.</p>		
<p>Communication. Demonstrates a concise and effective style in both oral and written communication. Actively listens to others, shows that he/she understand and values</p>		

other's views. Able to influence others effectively and appropriately.		
Interpersonal and teaming. Is a positive influence – in role, team, office and organization. Understands how role fits within context of the broader organization. Works collaboratively in teams. Adapts work style to work effectively with wide range of people. Manages conflict appropriately. Contributes to and participates in the WBDC community. Proactively seeks opportunity to assist others. Leverages network effectively.		
WBDC values. Creativity, inspiration and empowerment, trust, collaboration, care for people, integrity, self awareness and leadership.		
Role model. Performs role with highest level of integrity. Represents WBDC well, protects the organization's interests. Maintains confidentiality of sensitive information. Treats all others with respect; generates trust. Consistently strives to deliver above and beyond expectations. Aligns individual goals with organization goals; works for the benefit of the organization beyond self. Seeks and acts on feedback.		

For those who manage employees:

Competency	Comments	Score
People development and leadership. Motivates and develops team to work independently and deliver to the highest standards. Balances control and delegation; is available and approachable. Mentors and develops beyond current role. Builds effective teams and plans for future resource needs.		
Value creation and impact. Demonstrates strong leadership skills. Influences across the organization, effectively leading change, originating ideas, and championing and gaining commitment. Shapes and drives the strategic change agenda for their function. Manages strategy development, work priorities and team process to ensure clear		

customer focus and input. Recognized for high quality and high impact results for self and team within WBDC's strategic direction. Challenges traditional way of doing things; moves beyond the obvious.		
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ACKNOWLEDGEMENT

I have reviewed this performance evaluation and discussed the content with my manager.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____