## PERFORMANCE MANAGEMENT Employee Input

Emp	loyee Name:	Social Security Number (or El No.):				
School:		Degree/Major:	Expected Graduation Date:			
Company/Division:		Department:	Location:			
	What are your career objectives an objectives?	d how do you feel your job has contribu	uted to your attainment of these			
B.	Are there any factors or limitations	you will have to consider as you evalua	ate your career options?			
C.	List any other points you would like	to discuss with your supervisor in the	upcoming performance discussion.			
D.	Is there any input you would like to	give your supervisor about his/her sup	ervisory practice?			
	Overall, how would you evaluate yo and any changes you would make.		omment on the strengths, weaknesses,			
Emp	loyee Signature:		Date:			

If more space needed, use reverse side.

## **Performance Management – Supervisor**

Name		Social Security Num	ber (or El No.)	Date
School	Degree/M	Major		Expected Graduation Date
Company			Department	
Location				
Supervisor Name				
I. Roles and Accountabilities, Objective	s			
Roles and Accountabilities: Describe to accountabilities are individual, joint or accountabilities.		oyer's roles and a	ccountabilities. Ir	ndicate whether the
B. Objectives: List the objectives to be ac	complish	hed. Describe the	expected outcor	mes and roles.
B1. Changes to Objectives where applicable	ile. ( <i>date</i>	e and initial):		
C. List individuals who should have input where applicable.	into subs	sequent reviews r	egarding establis	shed objectives and dimensions,
• •				

## II. Performance Dimensions

Employee Name	Date

Indicate to what degree each dimension is important to effective performance in this position and to what degree the person is effective in each. Comment on specific incidents when appropriate.

Importance:	C - Critically important I - Important N - Not applicable (Do not rate effectiveness on dimensions marked "N")  Effectiveness: D - Exceeds requirements M - Meets requirements O - Opportunity for Development (Opportunities for Development even when expectations meet in		lopment pment may exist	Imp	oortar (√)	nce	Effective- ness (√)			
					С	ı	N	Е	М	0
Communication:	Effectively communicates with individuals throughout the organization Gives clear and complete oral instructions Makes clear and well-organized presentations Writes clearly and concisely Other (specify)									
Comments:	, , , , , ,									
0 0 0										
Creativity/ Innovation:	Generates new ideas Implements new and useful con	cents effectively					$\vdash$	$\vdash$		
	Fosters innovation									
•	Other (specify)									
Comments:										
Decision Making:	Makes timely and effective decis		with business plans and de	epartment goals		لـــــا	<u> </u>			
	Considers broader impact of alto Delegates appropriately	ernatives								
	Balances logic and intuition to ta	ake appropriate r	isks			$\Box$	$\vdash$			
	Other (specify)									
Comments:										
Double heading	Occasion and initiative allowed									ı
Participative Leadership:	Creates participative climate Effectively communicates mission	on and goals								
Loadorornp.	Motivates by promoting mutual		as and actions							
	Seeks input from others	·								
C	Other (specify)									
Comments:										
Performance Management:	Mutually defines performance ex Mutually plans development	xpectations and	sets objectives				$\vdash$			
Management.	Mutually reviews and evaluates progress and results									-
	Effectively works with superviso	r to define, devel	op, and review personal pe	erformance						
C	Other (specify)									
Comments:										
Planning and	Identifies goals, directions and desired results Anticipates problems and adjusts accordingly Organizes work effectively and uses available resources (e.g. people, money, time)					لـــــا	<b> </b>	Ш		
Organizing:						$\vdash$	$\vdash$	$\vdash\vdash$	$\vdash$	-
	Organizes work effectively and uses available resources (e.g. people, money, time)  Other (specify)							$\vdash \vdash$		
Comments:	• • • •								لــــــــــــــــــــــــــــــــــــــ	

II. P	Performance	Dimensions	. continued					lmp	ortai	nce	Ef	fectiv ness		
								С	ı	N	Е	M	0	
Tean	mwork:	Works and interact Balances individua	ts effectively as a te	am memb	oer									
		Gains trust and res	spect of others											
		Effectively utilizes Other (specify)	interpersonal skills (	(e.g. mana	aging conflict, negot	iating)								
Com	iments:	Girlor (opcony)											l	
	ormance dimens													
(Teci	nnical, Function	al, Business, etc.)												
Com	iments:													
Role	s and Accountal	oilities, Objectives, a	and "Importance" po	rtion of	Employee's Signa			Date:						
Supp	olemental Input i	ndividuals have bee	tually established ar en identified.	nd	Supervisor's Signature			Date:						
	Performance		T					1						
A.	Mid-Point Revie Dates	ew												
	B. Comment on how well roles/accountabilities were met. Describe any significant activities suggesting performance which greatly exceeded accomplishing objectives and describe situations suggesting areas needing improvement. Indicate whether results were accomplished individually, jointly, or through team effort. Also note developmental activities in which the employee has participated that have enhanced a better understanding of the organization.													

Employee Name

**Performance Management** 

Date

IV. Formal Review Comments		
Next level of management		
Comments:		
	Signature	Date:
Other management (if applicable) Comments:		
Commonio.		
	I Circations	Deter
	Signature	Date:
Intern		
Comments:		
		Date:
	Employee's Signature	Date:
Performance Review and "Effectiveness" portion of		
Performance Dimensions have been mutually evaluated and reviewed.	Superviseds Simeture	Data
evaluateu anu revieweu.	Supervisor's Signature	Date:
1		

Employee Name

Date