

# FEEDBACK & DEVELOPMENT (FAD)

## NUMERICAL SCALE PERFORMANCE REVIEW FORM

|                |                    |
|----------------|--------------------|
| Employee Name: | School/Department: |
|----------------|--------------------|

|             |                  |
|-------------|------------------|
| Supervisor: | Date (mm/dd/yy): |
|-------------|------------------|

### JOB DEFINITION

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.
2. If performance goals were set at the last performance review, attach a copy of these goals and comment on the employee's progress.

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

- 5 = Exceptional:** Performance is consistently superior and significantly exceeds position requirements.
- 4 = Highly Effective:** Performance frequently exceeds position requirements.
- 3 = Proficient:** Performance consistently meets position requirements.
- 2 = Inconsistent:** Performance meets some, but not all position requirements.
- 1 = Unsatisfactory:** Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.
- n/a = New/Not Applicable:** Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

| DETAILS  | 5 | 4 | 3 | 2 | 1 | n/a |
|--|---|---|---|---|---|-----|
| 1. Skill and proficiency in carrying out assignments   |   |   |   |   |   |     |
| 2. Possesses skills and knowledge to perform the job competently   |   |   |   |   |   |     |
| 3. Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable)      |   |   |   |   |   |     |
| 4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner |   |   |   |   |   |     |
| 5. Proficiency at improving work methods and procedures as a means toward greater efficiency                 |   |   |   |   |   |     |

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| 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**

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**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:

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**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?

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Manager's Signature

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Month / Date / Year

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