TREC TOGETHER RISING AS AN ENVIRONMENTAL COMMUNITY

TREC HR & SUPERVISION RESOURCE

Staff Performance Review Template

Performance Review Form

Position:

Employee name:

Review date:

Review period:

RATING SCALE:

1	2	3	4	5	6	7

Almost never displays behavior or never meets expectations

Almost aways displays behavior and exceeds expectations

Primary tasks and areas of responsibility

-

Employee self-assessment

Supervisor comments

Overall rating on tasks and areas of responsibility (1 lowest and 7 highest)

1	2	3	4	5	6	7

This work is licensed under a Creative Commons Attribution 4.0 International License. | trec.org

Results and outputs expected of this role

-

Employee self-assessment

Supervisor comments

Overall rating on results and output (1 lowest and 7 highest)

1	2	3	4	5	6	7

Behaviors expected for success in this position

-

Employee self-assessment

Supervisor comments

Overall rating on behaviors (1 lowest and 7 highest)

1	2	3	4	5	6	7

Plans for coming review period

Employee plans

Supervisor comments

This work is licensed under a Creative Commons Attribution 4.0 International License. | trec.org

Professional development plan for coming year

Employee self-assessment and request

Supervisor comments

Employee feedback to supervisor

Employee comments

Supervisor's overall assessment

Key accomplishments during the review period

Employee strengths

Areas of improvement

Summary performance rating (1 lowest and 7 highest)

1	2	3	4	5	6	7

This work is licensed under a Creative Commons Attribution 4.0 International License. | trec.org

Final comments

Employee

Supervisor

Signatures

_____
Employee
Date

_____
Supervisor
Date

This work is licensed under a Creative Commons Attribution 4.0 International License. | trec.org