

TEXAS A&M AGRILIFE EMPLOYEE PERFORMANCE REVIEW

Employee Name: _____

Date of Performance Review: _____

Supervisor's Name: _____

Performance Review Time Period: _____

Instructions:

As part of the performance review, the employee and supervisor should discuss the employee's performance rating in addition to career developmental goals for the coming year.

Performance Rating Scale:

Significantly Exceeds Expectations—complete mastery of all work processes, recognizing the impact of performance and, using innovation, striving to improve the workplace as a whole; a recognized leader in the organization and a subject matter expert.

Exceeds Expectations—performance exceeds job requirements and/or expectations. Completes difficult special projects; implements innovative ideas to improve efficiency and effectiveness; provides exceptional customer service.

Meets Expectations—fulfills job requirements and expectations by consistently meeting established goals and expectations.

Partially Meets Expectations—performance does not yet consistently meet job requirements and/or expectations, but employee development in these areas is anticipated with coaching and counseling.

Does Not Meet Expectations—performance is not at an acceptable level. A formal Performance Improvement Plan (PIP) should be developed and implemented.

Section I: Performance Review

A. Duties and Responsibilities

Job Knowledge—Understanding of position requirements, duties, and responsibilities.

Employee Performance Rating: (Pull down menu, select one)

Quality of Work—Accurate, thorough, dependable, and effective.

Employee Performance Rating: (Pull down menu, select one)

Quantity of Work—Amount of satisfactory work produced in relation to established expectations.

Employee Performance Rating: (Pull down menu, select one)

Compliance/Safety—Adheres to prescribed work procedures and is attentive to safety requirements and best practices.

Employee Performance Rating: (Pull down menu, select one)

Section I A. Comments:

B. Other Performance Measures

Service Minded—Serves internal and external customers in a helpful, timely, and responsive manner by listening and communicating effectively and following up as required.

Employee Performance Rating: (Pull down menu, select one)

Core Values —Demonstrates the characteristics of Respect, Excellence, Leadership, Loyalty, Integrity & Selfless Service. Treats all people with dignity, civility, and respect.

Employee Performance Rating: (Pull down menu, select one)

Adaptability—Accepts coaching and suggestions for improvement. Handles multiple tasks and priorities. Adjusts appropriately to change.

Employee Performance Rating: (Pull down menu, select one)

Teamwork—Builds working relationships to solve problems and achieve common goals. Manages interpersonal conflicts constructively.

Employee Performance Rating: (Pull down menu, select one)

Supervision (supervisors only)—Manages employee performance and cultivates a positive work environment. Provides clear and timely directions, communicates expectations, motivates others, and delegates work appropriately. Supports employee growth by providing opportunities for professional development. Recognizes and rewards employee contributions.

Employee Performance Rating: (Pull down menu, select one)

Section I B. Comments:

Section II: Overall Performance

Employee Performance Rating: (Pull down menu, select one)

Section II Comments:

Section III: Employee Development

- 1) List employee's job-related goals for the next year.
- 2) Discuss and list the training and/or support the employee needs to achieve goals.

Attach additional pages, as necessary.

Section III Comments: