

## 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)

**Diversity and Respect**—Treats all people with dignity, civility, and respect, and promotes an inclusive and welcoming workplace.

*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:**