



## PERFORMANCE REVIEW

<b>Employee Name</b>	
<b>Title</b>	
<b>Division</b>	
<b>Supervisor</b>	
<b>Date Review Conducted</b>	____/____/____

Type of Review:

☐  
☐

Probationary (at the end of the end of the probationary period)

Annual

Review Period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

### Rating Categories and Major Areas for Performance Review

Individual Performance Goals & Objectives

Core Competencies

Focus on Quality

Respect and Community

Job Knowledge

Focus on Results

General Factors

Leadership\*

Performance Management\*

\* indicates Management Personnel Only ratings

***Constructive feedback is essential to the development of employee and team productivity and performance.***

### Progress on Individual Performance Goals & Objectives

	Performance Goal	Associated Objectives	Results
1			
2			
3			

Rating Scale for progress on Individual Performance Goals & Objectives							
Level 1 Did not meet expectations	Level 2 Sometimes met expectations	Level 3 Met Expectations	Level 4 Met and often exceeded expectations	Level 5 Extraordinary performance that went beyond expectations	NBE No basis to evaluate		
Performance Goal 1			1	2	3	4	5 NBE
Performance Goal 2			1	2	3	4	5 NBE
Performance Goal 3			1	2	3	4	5 NBE
<b>Overall Individual Performance Goals &amp; Objectives Rating</b>						____/____	

Comments:

## Core Competencies

Select the Tier Level for the employee being evaluated

<input type="checkbox"/>	<b>Tier 1-</b> Front Line Staff/ Entry Level
<input type="checkbox"/>	<b>Tier 2-</b> Program Management/ Supervisory Level
<input type="checkbox"/>	<b>Tier 3-</b> Senior Management/ Executive Level

Based on Core Competencies for Public Health Professionals, incorporated within the employee's job description, rate their performance level in each of the 8 Domains.

### Rating Scale

Level 1	Level 2	Level 3	Level 4	Level 5	NBE
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

#### Analytical/ Assessment Skills

1 2 3 4 5 NBE

Comments:

#### Policy Development/ Program Planning Skills

1 2 3 4 5 NBE

Comments:

#### Communication Skills

1 2 3 4 5 NBE

Comments:

#### Cultural Competency Skills

1 2 3 4 5 NBE

Comments:

#### Community Dimensions of Practice Skills

1 2 3 4 5 NBE

Comments:

#### Public Health Sciences Skills

1 2 3 4 5 NBE

Comments:

#### Financial Planning and Management Skills

1 2 3 4 5 NBE

Comments:

#### Leadership and Systems Thinking Skills

1 2 3 4 5 NBE

Comments:

**Overall Core Competency Rating**

\_\_\_/\_\_\_

**Rating Scale**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>NBE</b>
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

<b>Focus on Quality</b>						
Performs with accuracy, thoroughness and effectiveness	1	2	3	4	5	NBE
Listens carefully and responds to requests and problems	1	2	3	4	5	NBE
Delivers friendly, courteous service to internal and external customers	1	2	3	4	5	NBE
Demonstrates a commitment to increasing customer satisfaction	1	2	3	4	5	NBE
Seeks and makes continuous improvements in work processes	1	2	3	4	5	NBE
Takes action when quality falls below acceptable levels	1	2	3	4	5	NBE
Adherence to Policies/ Procedures ( <i>follows safety and conduct rules, other regulations and adheres to agency policies</i> )	1	2	3	4	5	NBE

Overall Focus on Quality Rating

\_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Focus on Quality:

**Rating Scale**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>NBE</b>
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

<b>Respect and Community</b>						
Establishes and maintains respectful and cooperative working relationships	1	2	3	4	5	NBE
Demonstrates respect for individuals in all forms of communication	1	2	3	4	5	NBE
Demonstrates respect for a positive and diverse work unit	1	2	3	4	5	NBE
Maintains confidentiality of records	1	2	3	4	5	NBE
Handles conflicts and disagreements constructively	1	2	3	4	5	NBE
Conducts business ethically	1	2	3	4	5	NBE
Client Education/ Interaction ( <i>able to provide effective education/ interaction to clients in various environments, and respective of educational levels &amp; cultural aspects</i> )	1	2	3	4	5	NBE

Overall Respect and Community Rating

\_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Respect and Community:

**Rating Scale**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>NBE</b>
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

<b>Job Knowledge, Learning and Development</b>						
Understands job requirements and responsibilities (as it pertains to the job description and the employee's years of experience in this field)	1	2	3	4	5	NBE
Demonstrates ability to perform necessary tasks and procedures (including technical skills i.e., sampling, vaccination)	1	2	3	4	5	NBE
Keeps informed on up-to-date job methods, skills, techniques	1	2	3	4	5	NBE
Constructively uses feedback from supervisors, peers and customers	1	2	3	4	5	NBE
Seeks new challenges and increased responsibility	1	2	3	4	5	NBE
Demonstrates willingness to try new approaches	1	2	3	4	5	NBE
Seeks and participates in learning and development activities	1	2	3	4	5	NBE

Overall Job Knowledge, Learning and Development Rating      \_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Job Knowledge, Learning and Development :

**Rating Scale**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>NBE</b>
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

<b>Focus on Results</b>						
Communicates effectively verbally and in writing	1	2	3	4	5	NBE
Sets goals in alignment with agency strategic priorities	1	2	3	4	5	NBE
Prioritizes work to achieve key goals	1	2	3	4	5	NBE
Anticipates and prevents problems	1	2	3	4	5	NBE
Overcomes obstacles to solve problems	1	2	3	4	5	NBE
Achieves targeted results and within deadlines	1	2	3	4	5	NBE
Consistently manages assigned workload for effective performance	1	2	3	4	5	NBE
Makes appropriate and sound decisions	1	2	3	4	5	NBE
Productivity ( <i>produces accurate, complete, and quality work as required by job description- uses time wisely</i> )	1	2	3	4	5	NBE

Overall Focus on Results Rating

\_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Focus on Results:

**Rating Scale**

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>NBE</b>
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

<b>General Factors</b>						
Initiative/ Creativity <i>(as it pertains to adaptability &amp; flexibility based on departmental needs)</i>	1	2	3	4	5	NBE
Interpersonal Relationships <i>(ability to interact appropriately with coworkers, supervisors)</i>	1	2	3	4	5	NBE
Cooperation/ Team Effort <i>(as it pertains to cooperation in general, as well as with teams/ divisions)</i>	1	2	3	4	5	NBE
Dependability/ Judgment <i>(as it pertains to planning, organizing, setting priorities, problem solving, completing assignments, availability)</i>	1	2	3	4	5	NBE
Communication Skills <i>(overall listening, speaking, writing skills)</i>	1	2	3	4	5	NBE
Meets productivity expectations <i>(as it pertains to use of time, motivation, &amp; productivity)</i>	1	2	3	4	5	NBE
Independence <i>(performs work with little or no supervision, finds ways to overcome obstacles)</i>	1	2	3	4	5	NBE

Overall General Factors Rating

\_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to General Factors:



## COMPLETE THIS PAGE FOR MANAGEMENT PERSONNEL ONLY

### Rating Scale

Level 1	Level 2	Level 3	Level 4	Level 5	NBE
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

Leadership						
Provides direction and defines priorities	1	2	3	4	5	NBE
Understands and builds commitment to agency mission and strategic priorities	1	2	3	4	5	NBE
Seeks input and appropriately involves staff in planning and decision making (where appropriate)	1	2	3	4	5	NBE
Supports staff and gives subordinates needed flexibility to operate	1	2	3	4	5	NBE
Fosters a work environment characterized by mutual respect	1	2	3	4	5	NBE
Interprets and enforces policies equitably	1	2	3	4	5	NBE
Accepts responsibility for own actions and decisions	1	2	3	4	5	NBE

Overall Leadership Rating

\_\_\_/\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Leadership:

## COMPLETE THIS PAGE FOR MANAGEMENT PERSONNEL ONLY

### Rating Scale

Level 1	Level 2	Level 3	Level 4	Level 5	NBE
Does not meet expectations	Sometimes meets expectations	Meets Expectations	Meets and often exceeds expectations	Extraordinary performance that goes beyond expectations	No basis to evaluate

Please circle the appropriate rating for each area:

Performance Management						
Sets and effectively communicates expectations with staff	1	2	3	4	5	NBE
Regularly gives positive & constructive feedback in a respectful way	1	2	3	4	5	NBE
Encourages staff to seek feedback from peers and customers	1	2	3	4	5	NBE
Uses coaching skills to improve staff performance	1	2	3	4	5	NBE
Conducts effective and timely performance reviews	1	2	3	4	5	NBE
Recognizes excellent performance	1	2	3	4	5	NBE
Encourages staff to engage in learning and development opportunities	1	2	3	4	5	NBE
Provides adequate resources for staff to perform job	1	2	3	4	5	NBE

Overall Performance Management Rating

\_\_\_\_/\_\_\_\_

Comments on strengths, areas of needed improvement, or other aspects related to Performance Management:

Accomplishments or new abilities demonstrated and documented since last review:

Areas for improvement during the next review period:

Recommendations for professional development (seminars, trainings, conferences):

**Individual Performance Goals & Objectives for the next review period:**

Goal 1 & Associated Objectives

Goal 2 & Associated Objectives

Goal 3 & Associated Objectives

## Performance Summary

Category	Score (Average/ Category)
Individual Performance Goals & Objectives	
Core Competencies	
Focus on Quality	
Respect and Community	
Job Knowledge	
Focus on Results	
General Factors	
Leadership	
Performance Management	
<b>TOTAL</b>	<b>/</b>

### Final Comments:

## Signatures

Your signature indicates only that you have read and discussed this performance review with your supervisor. It does not necessarily mean that you agree with the comments. If you disagree with your review, explain, on a separate page, the specific areas of disagreement. You may request a copy of the performance review from your supervisor.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This document was reviewed by \_\_\_\_\_ Date \_\_/\_\_/\_\_

## **MANAGEMENT USE ONLY**

**Does this employee hold a  
licensed credential?**

**Yes**

**No**

If yes, credentials must be verified as  
part of this review  
(Attach proof of verification)

Date of Verification:

\_\_\_/\_\_\_/\_\_\_

If license is not in good standing- report to the Health  
Commissioner immediately.

**Is this employee required to  
travel? (regularly, or for  
trainings)**

**Yes**

**No**

If yes, driving credentials must be  
verified as part of this review  
(Attach proof of verification- both  
drivers license and proof of  
insurance)

Date of Verification:

\_\_\_/\_\_\_/\_\_\_

If employee does not hold a valid drivers license- report to  
the Health Commissioner immediately.

**Has this employee received  
any reprimands during the  
review period?**

**Yes**

**No**

If yes, please list infractions

**Was the job description  
reviewed prior to employee  
evaluation?**

**Yes**

**No**

Your signature indicates that you have completed the above listed verifications and reported  
any infractions to the Health Commissioner

Supervisor's Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_