**Performance Review**

[INSERT ORGANIZATION LOGO HERE]

**Probation Period**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Position |  | Supervisor Name |  |
| Review Period (e.g. Jan – Mar 2022) |  |

|  |
| --- |
| **Goals:** |
| SMART (Specific, Measureable, Achievable, Relevant, Time Bound) goals |
|  |
| **Goals:** | **Target Date:** | **Completed:** |
| List of Activities that you will undertake to achieve the goal |  |  |
|  |
| **Results/Comments:** |
| Employee completed this section for probation period goal review meeting with supervisor |
|  |

**Part 1: Performance Assessment**

**Goal-Achievement:** Extent to which employee has achieved goal, as outlined above.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Job Knowledge:** Understands and performs the requirements of the position description.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Technical Ability:** Demonstrates the technical knowledge required for the position.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Quality of Work:** Completes all responsibilities to our standards of excellence.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Quantity of Work:** Completes the expected amount of work with minimal follow up.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Values:** Demonstrates our organizational values. Seeks opportunities to practice values alignment.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Approach:** Displays enthusiasm, self-motivation, cooperation, responsiveness and a sincere interest in their position and in our team, members and stakeholders. Maintains high level of engagement.

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Other:** [INSERT HERE]

[ ]  Does Not Meet Expectations [ ]  Meets Expectations [ ]  Exceeds Expectations

|  |
| --- |
| **Comments:** |
|  |

**Part 2: Overall Assessment**

[ ]  Exceeds Expectations

[ ]  Meets Expectations

[ ]  Does Not Meet Expectations

|  |
| --- |
| **Supervisor Comments:** |
|  |
| **Employee Comments:** |
|  |

By signing, both parties acknowledge that they have read and discussed the contents of this performance review form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature(Employee) |  | Date |  |
| Signature(Supervisor) |  | Date |  |