

NWCC General Staff Performance Review

EMPLOYEE NAME:

SUPERVISOR:

JOB TITLE:

DATE OF REVIEW:

DEPARTMENT:

UNIVERSAL PERFORMANCE COMPETENCIES

Answer *all four* competencies below

	Exceeds Expectations	Meets Expectations	Needs Improvement
Attendance: Attendance is regular and punctual. Individual is at workstation when scheduled and remains for the duration of the shift. Sick leave requests are not excessive.			
Teamwork: Establishes and maintains respectful, cooperative, and productive, working relationships with co-workers, supervisors, and other members of the NWCC community.			
Work Quality: Considers accuracy and the appearance of work, committed to producing a quality product and to continuous improvement efforts. Recognizes and learns from mistakes, taking appropriate action to reduce errors. Understands the role that quality plays in customer satisfaction.			
Customer Focus: Demonstrates concern for satisfying the expectations and requirements of internal and external customers, and establishes effective respectful relationships with internal and external customers.			

JOB SPECIFIC PERFORMANCE COMPETENCIES

Choose *at least two* of the six competencies below that best apply to the employee's specific job requirements.

	Exceeds Expectations	Meets Expectations	Needs Improvement
Initiative and Energy: Initiates actions without needing direction; Demonstrates a sense of urgency; Corrects errors; Requests assistance in a timely manner. Handles unexpected situations calmly and efficiently to minimize problems.			
Organizational Commitment: Demonstrates a productive work style that is compliant with NWCC and department policies and procedures in support of established goals and objectives; and contributes constructively to the mission, goals and objectives of NWCC.			
Problem Solving: Demonstrates the ability to gather information, to critically evaluate options, seeking alternative perspectives to identify root causes and develop solutions.			
Safety: Demonstrates a commitment to safety by following safety rules and guidelines; follows good housekeeping practices, takes proper care of equipment.			
Productivity: Properly uses materials and equipment to effectively and efficiently complete varying workload in a timely fashion.			
Technical Expertise: Demonstrates depth of knowledge and skill necessary to effectively perform job requirements.			

COMMENTS:

DEVELOPMENT PLAN:

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

EMPLOYEE SIGNATURE:**EMPLOYEE OVERALL RATING:**

(Please select the rating that best describes the employee)

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

NEEDS IMPROVEMENT

SUPERVISOR SIGNATURE:**RECOMMENDATION FOR CONTINUED EMPLOYMENT:**

RENEWAL

PROBATION *(must complete employee action plan)*

NON-RENEWAL

EMPLOYEE COMMENTS: