

<p>Initiative and commitment <i>(identifies and analyzes problems; offers solutions and/or suggests/implements improved methods; voluntarily assists department or colleagues; demonstrates personal responsibility when performing duties)</i></p>		<p>E HE S NI U</p>
<p>Work ethic <i>(demonstrates reliability, honesty, and integrity; disciplined and engaged in core job duties; demonstrates preparedness and punctuality at meetings)</i></p>		<p>E HE S NI U</p>

Professionalism and interpersonal behavior
(exercises courtesy, empathy, and respect in communications and interactions with colleagues, supervisors, stakeholders, and/or customers; responds productively to constructive criticism; interacts well with customers and vendors; team player; maintains collaborative work relationship with colleagues; positive and prof

values, diversity statement, and non-discrimination policy)

Service orientation

(responds in a timely manner to internal and external

		U
--	--	---

Additional comments (i.e. areas where the employee excels or where improvement is necessary): _____

Review of Past Goal(s) and Outcomes ±Employee and Supervisor should complete in collaboration with each other during the Annual Review Meeting. Additional lines can be added to all goals or areas for development as needed. *(Note if any goals were changed due to a shift in priority)*

Previous \ HDU \ V JRDO V	Outcomes

Job-Related Goal(s) for Coming Year ±Employee and Supervisor determine in collaboration with each other during the Annual Review Meeting.

Coming \ HDU \ V JRDO V	Descriptions and Measures

Professional Development Plan ± Employee and Supervisor should complete in collaboration with each other during the Annual Review Meeting. Refer to the [Individual Career Development Plan Template](#) for guidance.

Areas for Development	Describe Development Activities

The Supervisor and Employee have discussed this performance review.

The Employee understands signing this performance review does not indicate that they agree with all of the information in it.

Signing the performance review is an expectation indicating receipt,