

9 BLOCK PERFORMANCE EVALUATION

Final 9Block Score

	A	B	C
1			
2			
3			

The final rating is to be entered in the above block after the review with the employee, by the Manager.

RESULTS: 1 = excellent results, 2 = fully satisfactory results, 3 = results need to improve.

LEADERSHIP: A = excellent leadership, B = fully satisfactory leadership, C = leadership needs to improve

Name:
Position:
Date:

1. Accomplishment Summary:

Employee:	Summarize your 3-5 key accomplishments for 2013. State objectives attained, goals, measurements (Most Important Goals)
<ol style="list-style-type: none"> 1. 2. 3. 4. 	

Self-Rating Results () 1 Excellent, 2 Fully Satisfactory, 3 Needs Improvement

Self-Rating Leadership () A Excellent, B Fully Satisfactory, C Needs Improvement

Coach's	Input and Rating of Employee Performance:
---------	---

I agree (or disagree or agree in part with....)

Coach’s Rating Results (___) 1 Excellent, 2 Fully Satisfactory, 3 Needs Improvement

Coach’s Rating Leadership (___) A Excellent, B Fully Satisfactory, C Needs Improvement

2. Strengths Development Needs & Action Plans

Employee: identify skills and leadership traits, which are your strengths and those you would like to develop further. Identify 1 or 2 development actions you will take.

Employee Comments

3 Top Strength	3 Top Areas to Improve; skills, leadership, results experience.	ACTION PLANS (On Improvement)
1.	1.	1.
2.	2.	2.
3.	3.	3.

Coach’s Comments on Strengths and Areas to Improve

I agree (or disagree or agree in part with....)

3. Development & interest:

Employee: Only if interested in a job change, list preferences, timing, longer-term interests, and geographic flexibility.

Coach's input: If a change is appropriate, identify alternative including cross-functional and timing. Discuss your view of employee's career path.

I agree (or disagree or agree in part with....)

Date of discussion: _____

Name of employee: _____

Name of Manager: _____