

Leader Performance Planning & Review Form

Team Member Name: _____

Supervisor Name: _____

Employee ID: _____

Position Title: _____

Performance Cycle Begin Date: _____

Performance Cycle End Date: _____



Section I – Leadership Scorecard

1 - Lowest:
Below Expectations

Does not consistently perform to established expectations. Needs improvement to be successful.

2 - Middle:
Meets Expectations

Performance is generally successful and has opportunity to strengthen in a few areas.

3 - Highest:
Exceeds Expectations

Consistently demonstrates high performance and serves as a role model to others.

Leading People

Year-end

1 Below 2 Meets 3 Exceeds

Builds a High Performing Team

Fosters Trust

Builds Partnerships

Leading Performance

Year-end

1 Below 2 Meets 3 Exceeds

Manages Performance and Results

Makes Sound and Timely Decisions

Surpasses Expectations

Leading the Business

Year-end

1 Below 2 Meets 3 Exceeds

Applies Business and Financial Reasoning

Acts Strategically

Embraces Change and Innovation

Year-end

Section I – Total Rating

Section II – Operational Goals

A minimum of two goals are required.

1

Goal Name:

Goal Description:

Year-end Comments:

1 – Below

2 – Meets

3 - Exceeds

2

Goal Name:

Goal Description:

Year-end Comments:

1 – Below

2 – Meets

3 - Exceeds

3

Goal Name:

Goal Description:

Year-end Comments:

1 – Below

2 – Meets

3 - Exceeds

Section II –Year-end Total



Section III – Development Goals

SEE

Goal Name:

Goal Description:

DO

Learning Activities:

Completed:

REVIEW

Key Learnings:

Section IV – Performance Summary

Year-end Performance Summary

Team Member Comments:

Supervisor Comments:

Performance Summary

(Year-end)

Leadership Scorecard (from Section I)	
Operational Goals (from Section II)	
Total Rating	
Final Rating	

More information, if needed