

Team Member Performance Planning & Review Form

Team Member Name: _____

Leader Name: _____

Employee ID: _____

Position Title: _____

Performance Cycle Begin Date: _____

Performance Cycle End Date: _____



Section I – Core Values

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 grow in a few areas.

3 - Highest:
Exceeds Expectations

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

Trust

- Making relationships as important as results.
- Doing the right thing even when no one is looking.
- Doing what we say we will do.
- Having the courage to resolve differences.
- Respecting the uniqueness of every individual.

Year-end

1 – Below

2 – Meets

3 - Exceeds

Collaboration

- Engaging in unfiltered conflict around ideas.
- Apologizing when appropriate.
- Taking care of each other and the business.
- Achieving greatness as One Goodwill.
- Partnering with our communities to serve our customers.

Year-end

1 – Below

2 – Meets

3 - Exceeds

Engagement

- Valuing attitude and aptitude.
- Being an ambassador of Goodwill.
- Going above and beyond.
- Having fun and celebrating successes.
- Making life better for those around us.

Year-end

1 – Below

2 – Meets

3 - Exceeds

Ownership

- Leading by example.
- Driving operational excellence.
- Holding one another accountable.
- Making Goodwill better every day.
- Taking responsibility to initiate solutions.

Year-end

1 – Below

2 – Meets

3 - Exceeds

Innovation

- Encouraging continuous learning.
- Willing to take risks.
- Transforming from common to exceptional.
- Promoting breakthrough thinking. Embracing change.

Year-end

1 – Below

2 – Meets

3 - Exceeds

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)

Core Values (Rating from Section I)

Operational Goals (Rating from Section II)

Total Rating

Final Rating

More information, if needed