

Competency Performance Review FY2025



Employee Name	Reviewer Name
Department	Review Date
Competency Level	Date of Last Review

Core Competencies	All Employees		
	Rating	Weighting	Comments
<p>Cooperation & Teamwork</p> <p>Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.</p>		20%	
<p>Judgment</p> <p>The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.</p>		20%	
<p>Work Quality</p> <p>Freedom from errors and mistakes. Accuracy, quality of work in general. Productivity of the employee.</p>		20%	
<p>Job knowledge</p> <p>Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.</p>		15%	
<p>Customer Service</p> <p>Provide appropriate customer service that meets or exceeds customer expectations for both internal or external customers.</p>		10%	
<p>Punctuality</p> <p>Consistency in coming to work daily and conforming to scheduled work hours.</p>		5%	
<p>Time Management</p> <p>Demonstrate an ability to effectively plan, prioritize, and allocate time to tasks and activities in order to achieve goals and meet deadlines balancing competing demands, maintaining focus, and making efficient use of available time without causing others relying on the work product to need to slow down or wait.</p>		5%	
<p>Initiative</p> <p>The degree to which the employee takes proactive steps and demonstrates a self-starting approach in identifying and addressing work-related opportunities or challenges without constant supervision or guidance. This includes the ability to generate new ideas, suggest improvements, and take ownership of tasks beyond the assigned scope.</p>		5%	
General Comments			
Overall Performance Rating		0.00	

Noteworthy Accomplishments During this Review Period			
Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable):			
Additional Comments			
Employee Comments:			
<small>Signatures acknowledge that this form was discussed and reviewed.</small>			
<small>Employee signature:</small>	<small>Date:</small>		
<small>Supervisor signature:</small>	<small>Date:</small>		
<small>CA/HR Approval:</small>	<small>Date:</small>		