Performance + Coaching Discussion Form

Employee:
Job Title:
Department:

Supervisor:
Job Title:

For period beginning _____ To _____

Part I – Instructions

Once completed, this form is used as the basis for performance coaching discussions. employees and managers Evaluating and discussing job performance in a non-biased way is

Relevant duties and responsibilities

form lists the criteria, competencies and job performance factors that are to be necessary for success of personal, departmental, and company goals. The criteria listed in this evaluation should accurately reflect the employee's overall performance as it relates to the duties/expectations set forth in the job description.

Numeric ratings in each section of this form will be made with the framework/ scale below. Additional comments, thoughts, and observations are an important element in the evaluation process and fully inform performance coaching discussion

1	Unsatisfactory	Consistently fails to meet job duties and expectations; performs at a level demonstrably below corporate requirements; Improvement required immediately to maintain employment.
2	Needs Improvement	Performance of assigned tasks below expected standard. Some lapses could potentially have affected the safety of visitors and patrons.
3	Meets Expectations	Performs job duties at a satisfactory level according to job description under normal supervision and direction
4	Above Expectations	Sometimes performs above expectations, thoughtfully resolves emerging issues and without compromising safety protocols
5	Exceptional	Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role

Part II – Job Criteria

Abilities, Knowledge, and Skills
The degree to which the employee exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Quality of Work
Does the employee complete his or her work with the expected degree of quality? Is the employee attentive to detail? Does the employee actively seek out and correct quality-control issues? Take into account accuracy of work, neatness, and adherence to standards.

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Quantity of Work

Does the employee complete his or her fair share of the assigned work load? Are deadlines met consistently? Also consider how well the employee manages time, and how well he or she manages simultaneous or conflicting priorities.

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Attitude

Does the employee display a positive and cooperative attitude about the job role, assigned work, and the organization? Are working relationships built and maintained by this employee?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Communication Skills

Does the employee communicate clearly and effectively within the role? Does the employee clearly express themself both orally and in writing? Does the employee listen well and respond appropriately? Are written and verbal reports clear and accurate?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Part III – Behavioural Characteristics

Cooperation

Does the employee work well with peers and supervisors? Does the employee willingly contribute to the success of the team or department? Does the employee exhibit consideration for others; a willingness to help; maintain a rapport with co-workers?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Reliability

Does the employee follow through on commitments and job duties consistently? Does the employee accept accountability for his or her work? Does the employee properly follow instructions, directives, and procedures?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Initiative

Does the employee actively seek out and assume additional responsibilities without being asked to do so? Does the employee demonstrate an ability to encourage and/or inspire others? Does the employee recognize and act upon new opportunities?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Comments:

Attendance and Punctuality

Consider how often the employee is late on assigned working days, leaves early on assigned working days, and is sick or absent, all within the context of organizational policies.

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Judgment and Analysis

How well does the employee effectively analyze and solve problems? Does the employee clearly use sound judgment to do so? Is the employee decisive? Does the employee act on decisions in a timely manner? Does the employee successfully overcome obstacles?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Adaptability

How well does the employee adjust to new directives, procedures, duties, supervisors, or working environments? Does the employee accept new ideas with relative ease? Does the employee suggest new methods and approaches to work?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Self Regulation and Conduct

Does the employee have the respect of his or her work group? How well does the employee plan and organize work duties? Does the employee coordinate well with other workers and departments? To what extent does the employee manage day-to-day administrative duties? Is the employee a positive role model for peers and/or assist other workers in accomplishing their own goals, duties, objectives?

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Part IV– Overall Performance

Overall Assessment

Use this space to specify the employee's overall job performance. The overall rating should reflect and take into account job criteria, behavioural, supervisory, and goal completion rankings.

Self rating:

1	2	3	4	5

Comments

Supervisor rating:

1	2	3	4	5

Comments:

Part V – Areas of Focus for Next Review Period

Objective #1

Objective #2 -

Objective #3 -

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Development/Training Objectives
Complete this section once you and the employee have discussed and agreed upon opportunities for improvement of the employee's performance/skills. Include training (either formal or informal) and/or developmental objectives, corresponding activities, and time frames for completion.

Developmental/Training Objective #1

Developmental/Training Objective #2 -

Developmental/Training Objective #3 -

Supervisor Signature: **Date:**

Part VI – Employee Sign Off

I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:

Employee Signature: **Date**