

## FBCD Support Staff Review Form 2013

Employee: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Performance based on Goals/Objectives** *(same form to be used by self, supervisor and other respondents)*

List major accomplishments for the performance period:

How would you describe the staff member's work, **both** in terms of effort **and** results?

Were performance goals met? Please comment. *(For self- and supervisor assessment)*

### Key Performance Areas

*(For each question, please rate level of effectiveness: Highly Effective, Effective, Somewhat Effective, and Not Effective.)*

#### 1. Effectively collaborates with others in order to achieve goals/objectives

Rating Scale (indicate one)                      Highly Effective                      Effective                      Somewhat Effective                      Not Effective

Comment on areas of strength:

Comment on areas of opportunity:

#### 2. Proactively contributes to efforts outside own areas of responsibility

Rating Scale (indicate one)                      Highly Effective                      Effective                      Somewhat Effective                      Not Effective

Comment on areas of strength:

Comment on areas of opportunity:

#### 3. Proactively assesses own efforts and results on an ongoing basis and modifies actions as appropriate

Rating Scale (indicate one)                      Highly Effective                      Effective                      Somewhat Effective                      Not Effective

Comment on areas of strength:

Comment on areas of opportunity:

#### 4. Continues to grow and develop skills and abilities

Rating Scale (indicate one)                      Highly Effective                      Effective                      Somewhat Effective                      Not Effective

Comment on areas of strength:

Comment on areas of opportunity:

**Other performance observations of note for the current year:**