



Exempt 200 Pay Plan (Non-Supervising) Mid-Year Performance Feedback Form

EMPLOYEE FIRST NAME:		EMPLOYEE LAST NAME:	
EMPLOYEE ID NUMBER:		EMPLOYEE JOB TITLE:	
DEPARTMENT:		SUPERVISOR NAME:	

RATING SCALE: Use the scale below for all items on this form requiring a numeric rating.

1 = DOES NOT MEET Expectations	2 = NEEDS IMPROVEMENT	3 = MEETS EXPECTATIONS	4 = EXCEEDS EXPECTATIONS
Does not meet the expectations of the job, task or project. Requires a performance improvement plan.	Meets some expectations of the job, task or project. Performance needs improvement. Requires a performance improvement plan.	Successfully meets the expectations of the job, task or project. Performance consistently meets expectations.	Far exceeds the expectations of the job, task or project. Consistently shows achievement far above expectations.

SECTION I: EMPLOYEE PERFORMANCE COMPETENCIES (100% of overall rating; equally weighted)	
Indicate the employee's performance level by assigning a rating for each competency:	RATING
1. Accountability – Demonstrates a high level of dependability consistently.	
2. Responsibility – Accepts assignments and complies with all authority, regulations, policies and procedures.	
3. Cooperation – Demonstrates teamwork by maintaining a positive work environment with all stakeholders.	
4. Judgement – Utilizes analytical and constructive reasoning to make sound decisions, logically.	
5. Job Knowledge – Understands job duties, procedures, practices, processes, skills, and related functions.	
6. Quality of Work – Maintains a high standard of work produced and determines ways to improve.	
7. Communication – Committed to expressing themselves clearly in writing and oral communication effectively.	
8. Initiative – Works independently, generating new ideas and uses originality to meet both routine and unusual situations.	
9. Efficiency – Highly productive and maintains a high volume of work meeting deadlines and achieving desired results.	
10. Customer Service – Demonstrates customer service skills effectively to improve performance and/or processes.	
SECTION RATING TOTAL:	

SECTION II: PROFESSIONAL DEVELOPMENT ACCOMPLISHMENTS (First six months)		
Measure specific goals for Professional Development the employee achieved.		
GOAL 1:		Completion Date:
GOAL 2:		Completion Date:

SECTION III: PROFESSIONAL DEVELOPMENT/GOAL SETTING (Next six months)	
List specific goal to be measured in the next six months:.	
GOAL 1:	
GOAL 2:	

