|  |  |
| --- | --- |
| **Employee Name:**Click or tap here to enter text. | **Date of Review:**Click here to enter a date. |
| **Employee ID:**Click or tap here to enter text. | **Period Covered:**June 1, 2024 – May 31, 2025 |
| **Job Title:**Click here to enter text. | **Employment Status:** [ ] Regular [ ] Contingent IIExempt: [ ]  Non-Exempt [ ]  |
| **Department:**Click here to enter text. | **Supervisor/Reviewer Name:**Click here to enter text. |

**Step One:** **Review:** To complete this form, gather supporting documentation for this staff member. This may include: the employee’s position description form, new hire probationary reports, past performance evaluations, self-reflections, or other performance documentation.

**Step Two: Performance Description:** Complete the following sections using the supporting documentation above.

| **Section I: Narrative of job performance:** Using examples and key performance metrics, evaluate the overall performance of the employee during the review period. The narrative should be a thorough assessment, including any specific areas of performance to note. |
| --- |
| Click here to enter text. |

| Section II: Areas of development: Provide specific examples to support. |
| --- |
| Click here to enter text. |

| Section III: Areas of strength: Provide specific examples to support. |
| --- |
| Click here to enter text. |

| Section IV: Supervisory performance (for employees that supervise staff employees only): Provide specific examples to support. |
| --- |
| Click here to enter text. |

| **Step Three: Upcoming Goals:** Identify a minimum of three developmental goals for the upcoming review period. This may include specific goals related to performance as well as professional development opportunities. |
| --- |
| **Goal 1**Click here to enter text. |
| **Goal 2**Click here to enter text. |
| **Goal 3**Click here to enter text. |

**Step Four: Overall Performance Rating:** Please indicate by marking an X in the appropriate box.

|  |  |
| --- | --- |
| Meets Expectations[ ]  | Does Not Meet Expectations[ ]  |
| Consistently demonstrates proficiency in the execution of the majority of critical job responsibilities and objectives throughout the rating period. | Overall performance needs improvement: job responsibilities and objectives have not been consistently met throughout the rating period. **STOP! Contact your HR Partner before proceeding.** |

|  |
| --- |
| **Step Five: Employee Feedback/Comments:** The employee feedback/comments section is optional. Employees can choose to write on a separate document or add to the box below. The **employee’s signature indicates that the performance review was held**; it does **not** indicate agreement or disagreement with the performance review. |
| Click here to enter text. |

**Reminders:**

* It is the supervisor’s responsibility to ensure the employee being reviewed, as well as the next level supervisor sign this form.
* All performance reviews should be submitted through [DocuSign](https://powerforms.docusign.net/da62150a-f8d0-4c33-b053-1c435487cdbd?env=na3-eu1&acct=6c86146e-eb74-4715-93d9-b5f39e4db265) by **June 30, 2025**. OHR will **not** accept scanned or printed copies of this document.
	+ If you are marking an employee as “Does Not Meet Expectations,” you must contact your HR partner **ASAP**.
	+ Be sure to enter employee IDs and email addresses in DocuSign using the spreadsheet provided by your HR Partner. All email addresses and employee IDs must be correctly entered for all parties for the review to move between stakeholders properly.
* Please contact an [HR Partner](https://www.towson.edu/hr/current/partners.html) if you need assistance with writing the performance review.

|  |
| --- |