



Employee Name:	Department/Office:
Employee Title:	Fiscal Year:
Years in Role:	Final Evaluation Date:
Evaluator Name:	Evaluator Title:

Objective
<i>In order to best support equity, inclusion and professional development, CPCS's approach to performance management is based on the understanding that regular, meaningful conversations between managers and employees lead to better results and higher engagement for everyone. All CPCS staff are encouraged to meet with their managers as frequently as needed to discuss their work priorities, performance, and developmental needs and aspirations.</i>

[illegible]

1-2 Professional Development, Wellness and Personal Care Goals		

Section 2: Mid-Year Review
Subsection A: Manager/Employee Check-in

Subsection B: Mid-Year Changes to Goals

Subsection C: Additional Check-in (optional)
Date_____

Date _____

Section 3: Employee's Self-Reflection of Performance

Section 4: Overall Performance Levels

Check One	Performance Levels	Definition
	Exceeds Expectations	• Performance consistently exceeds expectations. • Demonstrates superior execution of critical job responsibilities. • Makes exceptional contributions to CPCS mission and goals. • Consistent positive role model for other staff members.
	Meets Expectations	• Performance consistently meets expectations. • Demonstrates full execution of critical job responsibilities. • Contributes fully in the CPCS mission and goals. • Often positive role model for other staff members.
	Needs Improvement	• Quality of performance is not meeting expectations. • Inconsistent demonstration of crucial job responsibilities. • Requires more than expected supervision given the level of experience. • Inconsistent contribution to CPCS mission and goals. • Knowledge, skills, abilities and/or productivity have not been demonstrated at the appropriate levels.

Section 5: Supervisor's Overall Performance Review

Review and discuss CPCS's values and pillars and evaluate performance based on those elements.
Refer to the performance management guidance for more information, if needed.

Section 6: Year-End Review Signatures & Dates

*Employee Signature (Required):	Date:
Supervisor Signature (Required):	Date:

*Employee signature does not signify agreement with the contents but acknowledges receipt of annual review form and a copy will be placed in your confidential agency personnel file.

Section 7: Employee Comments (Discretionary)