



Introduction

Performance assessment is an ongoing process of communication between managers and their staff. The **Annual Year-End Performance Assessment** is an opportunity to connect and reflect on achievements and development over the past year. Through open dialogue, managers share feedback and support their staff establish performance and developmental goals for the following year. This form is intended to facilitate and structure a deeper conversation around performance development.

Section A: Looking Back

Employee Name:		
Title:		
Department:		
Manager's Name:		
Manager's Title:		
Review Period:	From:	To:

Instructions

Please share your accomplishments with pride and openly think about areas for growth and development. Your manager will schedule a meeting with you to share their feedback on your submission and overall performance. Please list a maximum of 3 accomplishments/goals you achieved and reflect on what went well and what could have gone better. Below are some tips to help you in deciding what examples to list for each column:

Accomplishment / Goal (Examples): successful implementation of a project, developing an innovative solution, effective response to a difficult challenge, successful collaboration with other units, service to your profession and the Vic community, etc.

What went well? What strategies did you employ? What enabled you to do your best work? How did your successes and accomplishments impact your department and/or the overall organization?

What could have gone better? What barriers did you face? Is there anything you would change looking back? How could you be better supported in achieving your goals?

Accomplishment / Goal	What went well?	What could have gone better?
1.		
2.		
3.		

Manager Comments:



LEARNING and DEVELOPMENT

Please outline personal and/or professional developmental activities you undertook during this review period. Please reflect on the skills and competencies you developed or further enhanced from these experiences, and discuss how you applied learnings in your work.

Professional learning activities can include: completion of certification program or training course, gaining proficiency in a new tool, learned new functions on existing tools and programs (ex. excel), attending conferences or seminars, etc.

Professional Learning Activity	How did you apply learnings in your work?	Overall feedback on your experience
1.		
2.		
3.		

Manager Comments:

OVERALL COMMENTS

Employee Overall Feedback	Overall Manager Feedback



Section B: Performance Rating

To be completed by the Manager

It is important that P/M & C staff members understand from the outset that performance ratings are relative to the performance of colleagues. When Managers are assessing performance they should consider the relative performance of staff within their units.

Please note: We anticipate that the majority of ratings will fall into the “High Quality Performance” or “Excellence Performance” categories.

Exceptional Performance

Consistently and substantially exceeded goals, objectives and expectations through outstanding achievements in all aspects of the position. This category is reserved for employees who demonstrate exceptional performance of a consistently and distinctly superior level of quality in all areas of responsibility and make significant contributions to the Department and/or University. Those who receive this rating must consistently and substantially exceed all goals as a direct result of concerted effort.

Excellent Performance

Consistently achieved and frequently exceeded job expectations, goals and objectives through concerted effort, according to plan. Demonstrated performance of a very high level of quality in all areas of responsibility.

High Quality Performance

Consistently achieved performance expectations. Work is of high quality in all significant areas of responsibility. Met job expectations, goals and objectives – both qualitative and quantitative.

Partially Achieving Performance Expectations

Partially achieved some quantitative and qualitative goals and objectives; improvement is needed. It is expected that the employee will work to fulfill job expectations in a reasonable period of time – not to exceed one year.

Unsatisfactory Performance

Did not meet a majority of the goals and objectives. Improvement is needed in most aspects of the job. It is unclear if the employee can develop to the point where all job expectations are met. This needs to be addressed immediately.

	Signature:	Date:
Employee:		
Manager:		
Human Resources:		

An employee’s signature means they have completed the Annual Year End Performance Assessment with their manager and reviewed their manager’s comments. An employee’s signature does not mean the employee agrees with the comments noted or the overall assessment.