

COMPETENCY PERFORMANCE REVIEW

EMPLOYEE NAME

REVIEW PERIOD

JOB TITLE

DEPARTMENT

1: Unacceptable **2:** Needs Improvement **3:** Meets Expectations **4:** Exceeds Expectations **5:** Exceptional

CORE COMPETENCY	BEHAVIORAL INDICATORS / NOTES	WEIGHT	SCORE
Technical Proficiency	Demonstrates required technical skills and knowledge for the role.	25%	
Communication	Effectively conveys information; active listener; professional tone.	15%	
Problem Solving	Identifies issues early and develops logical, effective solutions.	20%	
Teamwork	Collaborates effectively with others; supports group goals.	20%	
Adaptability	Adjusts to changing priorities and remains effective under pressure.	20%	

Final Weighted Score

MANAGER COMMENTS

EMPLOYEE SIGNATURE
DATE
MANAGER SIGNATURE
DATE