**YRL PERFORMANCE APPRAISAL – 2019-2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFO** | | | | | |
| **EMPLOYEE NAME** |  | | **MANAGER NAME** |  | |
| **POSITION** |  | | **MANAGER TITLE** |  | |
| **POSITION DESCRIPTION** | SEE ATTACHED POSITION DESCRIPTION | | **STRATEGIC PRIORITIES** | SEE ATTACHED YRL STRATEGIC PRIORITIES | |
| **HR – ATTENDANCE** | SEE ATTACHED RECORD ABOUT ANY ATTENDANCE CONCERNS, E.G. UNEXPLAINED ABSENTEEISM? | | | | |
| **HR – INCIDENT REPORTS** | SEE ATTACHED RECORD ABOUT ANY PERSONNEL CONCERNS OR INCIDENT REPORTS FILED FOR THIS EMPLOYEE | | | | |
| **HR – VACATION DAYS** | SEE ATTACHED RECORD ABOUT UNUSED/DEFICIT VACATION DAYS | | | | |
| **LAST REVIEW DATE** | |  | **TODAY'S DATE** | |  |
| **PERFORMANCE ASSESSMENT PERIOD - UNDER REVIEW** | | | | | |
| ***ANSWER EACH SECTION BELOW*  Note: Attach a separate document if needed.** |  |  |  |  |  |
|  | **Achievement 1** | **Achievement 2** | **Achievement 3** | **Achievement 4** | **Achievement 5** |
| **WITHIN MY JOB DESCRIPTION, I ACHIEVED THE FOLLOWING DURING THIS PERFORMANCE REVIEW PERIOD.** |  |  |  |  |  |
|  | **Problem/Fix 1** | **Problem/Fix 2** | **Problem/Fix 3** | **Problem/Fix 4** | **Problem/Fix 5** |
| **IN ORDER TO FIX A PROBLEM, I DID THE FOLLOWING DURING THIS PERFORMANCE REVIEW PERIOD.** |  |  |  |  |  |
|  | **Area 1** | **Area 2** | **Area 3** | **Area 4** | **Area 5** |
| **IN ORDER TO EXPAND MY SKILLS IN AREA “X”, I DID THE FOLLOWING DURING THIS PERFORMANCE REVIEW PERIOD.** |  |  |  |  |  |
|  | **Takeaway 1** | **Takeaway 2** | **Takeaway 3** | **Takeaway 4** | **Takeaway 5** |
| **DURING THE PAST PERFORMANCE REVIEW PERIOD, I HAD THE FOLLOWING TAKEWAYS THAT INCREASED MY LEARNING** |  |  |  |  |  |
| **PERFORMANCE ASSESSMENT – GOAL SETTING FOR UPCOMING YEAR** | | | | | |
| ***ANSWER EACH SECTION BELOW*  Note: Attach a separate document if necessary .** |  |  |  |  |  |
|  | **Problem** | **What is your proposed fix?** | | **How does the fix you propose relate to YRL’s strategic priorities?** | |
| **THE PROBLEM I HAVE IDENTIFIED AND WILL ADDRESS OVER THE NEXT PERFORMANCE REVIEW PERIOD IS “X”** |  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  | 1. **Skill** | 1. **Skill** | 1. **Skill** | **How does each skill benefit you and YRL’s strategic priorities?** | |
| **THE SKILLS I WILL WORK ON OVER THE NEXT PERFORMANCE REVIEW PERIOD ARE THE FOLLOWING.** |  |  |  | 1. | |
| 2. | |
| 3. | |
|  | 1. **Learning** | 1. **Learning** | 1. **Learning** | **How do you think this learning will benefit you and YRL?** | |
| **MY LEARNING PLAN FOR THE NEXT PERFORMANCE REVIEW PERIOD IS THE FOLLOWING:** |  |  |  | 1. | |
| 2. | |
| 3. | |
|  |  |  |  |  |  |

|  |
| --- |
| **Meeting Expectations – Manager, please answer the following questions:** |
| 1. How has this employee met the expectations of the position description during this performance review period? |
| 1. How did the employee implement new skills/learning? |
| 1. How has the employee followed the policies and procedures of the YRL Workplace? |
| 1. Are there any concerns regarding this employee’s performance and/or recommendations to address? |
| 1. Do you have any additional comments for this employee? |

Name of Manager Signature of Manager Date

Name of Employee Signature of Employee Date

The Manager *has discussed this document with me, and I have had the opportunity to respond.*

NOTE: The employee’s signature does not indicate agreement to everything recorded in this document but attests that the employee has had an opportunity to read and discuss this document.