**YRL PERFORMANCE APPRAISAL – 2019-2020**

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| **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. |
|  |  |  |  |  |  |

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| **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?
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| 1. How did the employee implement new skills/learning?
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| 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?
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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.