



## Template: Performance Evaluation Form - Staff

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

### ANNUAL PERFORMANCE EVALUATION — STAFF

Remember:

- Focus on performance not personality;
- List achievements and difficulties/weaknesses;
- Include examples where possible;
- Be sure to complete the whole document, have it signed and return a copy to the employee;
- When completed, this document should be safeguarded and kept confidential.

Please note: If no performance objectives have been set for the first performance evaluation, skip Section 1 and proceed with the next sections.

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**PERFORMANCE PERIOD:** \_\_\_ From [DATE] to [DATE] \_\_\_\_\_

**PART 1: Specific Performance Objectives**

This section should outline two or three objectives the employee will work on throughout the year. These should directly be linked to the individual’s duties and responsibilities as outlined in the job description.

Performance Objectives	Results Achieved
Objective 1:	
Objective 2:	
Objective 3	

**PART 2: PERFORMANCE FACTORS**

This section provides an opportunity to address overall performance factors. For each, provide a rating plus an explanation to support the score. Where possible, provide clear examples.

	Rating		
	Does not meet	Meets	Excels
<p><b>Job Knowledge (i.e. the employee is well aware of their roles and responsibilities within the association)</b></p> <p>Comments:</p>			
<p><b>Quantity of work</b></p> <p>Comments:</p>			

<p><b>Verbal Communication</b></p> <p>Comments:</p>			
<p><b>Written Communication</b></p> <p>Comments:</p>			
<p><b>Initiative</b></p> <p>Comments:</p>			
<p><b>Organisational Capacity</b></p> <p>Comments:</p>			
<p><b>Judgment and Decision Making</b></p> <p>Comments:</p>			

**SECTION 3: WAY FORWARD**

This section should be developed conjointly by the employee and his/her supervisor after the above sections have been shared and discussed.

<p><b>Does the job description reflect the employee’s duties and responsibilities? Does it need updating? If yes, how will this be done?</b></p>
--

<b>Comments:</b>				
<b>Performance Objectives for Next Period</b>				
<b>Performance objectives</b>	<b>Timelines</b>		<b>Performance indicators</b>	
<b>Personal Training and Development Plan</b>				
<b>Training or development needs</b>	<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Estimated budget</b>

**SECTION 4: COMMENTS**

<b>Employee's Comments</b>

<b>Supervisor's Comments</b>

Signatures:

\_\_\_\_\_

**Employee's Supervisor**

Date: \_\_\_\_\_

\_\_\_\_\_

**Employee**

Date: \_\_\_\_\_