



Annual Performance Review

2025 Program Year

Employee First Name and Last Name

Direct Supervisor First Name and Last Name

Department

1. Reflecting on the last program year, what were the employee's most significant accomplishments? (5-6 sentences/300-400 words)

2. Reflecting on the last program year, what challenges did the employee face and how did they address them? (5-6 sentences/300-400 words)



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3. Based on the past program year, how often did the employee maintain a high level of quality and consistency in their work?

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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4. Using the employee’s job description to guide your thinking – please reflect on the employee’s overall performance. Did they meet the overall expectation of their role?

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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5. Reflecting on the past program year, how often did the employee demonstrate CEO’s values in their work and interactions?

- Helping Others

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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- Accountability

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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- Innovation

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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- Respect

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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- Teamwork

Sometimes (20% - 40%)	Frequently (50%-70%)	Usually (75%-95%)
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Manager Signature

Date

Director Signature

Date

Employee Signature

Date

The employee signature indicates that the review has been read and understood.