**BookPeople Performance Evaluation and Goal Development Plan for Managers**

| Employee Name:  | Department:  | Date of Hire:  |
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| Manager:  | Job Title:  | Date in Position:  |

| **Competencies for Assessment** |
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| Managers and Employees please assess each competency and assign an overall rating using the rating scale below. In the Comments section, provide support for your competency ratings. |
| **Competencies** | **Self Rating** | **Manager Rating** |
| **Job Duties/Technical Aptitude**: Understands the functional duties of the job and technical programs related to the functional area of expertise. Effectively applies technical/functional skills to get the job done and shows efforts to develop those skills to the next level. |  |  |
| **Problem Solving/Innovation**: Strives to develop more effective ways of working; addresses situations and customizes solutions in real time. Stays up to date on trends in area of expertise and applies that knowledge to their role. Shares new ideas and seeks new ideas from others.  |  |  |
| **Results Driven**: Pursues work with energy and drive and a focus on completion. Shows concern for the timeliness, accuracy, and completeness of work activities. Makes efforts to improve product quality while still meeting deadlines. |  |  |
| **Teamwork:** Works with team members toward a common goal through collaborative efforts. Builds trust and respect with coworkers while also effectively influencing to achieve the best outcomes. |  |  |
| **Communication:** Communicates openly and honestly and resolves conflicts in a positive way. Effectively expresses facts and thoughts in a clear and organized way. Looks for ways to connect and facilitate shared vision with coworkers across the organization. |  |  |
| **Employee Management:** Effectively manage employees, including hiring, training, performance management and goal development setting. Communicates employee management challenges as they arise, to be addressed in a timely manner.  |  |  |

| **Rating Scale** |
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| **Exceeds Standards** | **ES** | This person has knocked the ball out of the park and has performed outstanding across almost every assignment. They are sought out by others as a proven leader and expert within their functional area. They are self-aware and demonstrate a high level of behavioral maturity when working with others. |
| **Above Standards** | **AS** | This person consistently performs above expectations across assignments and adds value beyond the minimum expectations of the job. People want this person on their team. They are recognized by others as someone who consistently delivers results beyond expectations and works well with others. |
| **Meets Standards** | **MS** | This person is consistent in meeting goals and executing fully against the expectations of the job description. They appropriately meet deadlines and work well with others. |
| **Needs Improvement** | **NI** | This person’s overall performance has been inconsistent. Results fellshort or opportunities were missed on multiple occasions. This person may also have challenges working productively with others.  |
| **Not at Standards** | **NS** | This person is not meeting expectations on the job in almost every area. There may be large skill gaps with this person or behavioral issues and the person does not show willingness to improve or accept feedback. |

| **Key Strengths and Areas for Development** |
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| Manager, describe the employee’s key strengths and areas for development, based upon job description qualifications and competencies. |
| **Key Strengths** | **Areas for Development** |
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| **Goal Assessment** |
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| Manager and Employee to review job description and list goals, actions needed to meet the goal and the target completion date.  |

| **Goals** | **Action Steps** | **Target Completion Date** |
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|  **Overall Employee Comments**  |
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|  **Overall Manager Comments**  |
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| **Acknowledgements** |
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| I have reviewed and discussed the contents of this performance evaluation and goal development plan with my manager. |

| **Employee Signature** |  | **Date** |  |
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| **Manager Signature** |  | **Date** |  |
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