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| **Employee Name:**  | **Department & Title**Click or tap here to enter text. | **Time in Position** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Supervisor Name & Title** | **Dual Report Supervisor Name & Title** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Performance Review-Assessment**Please use this form to document the annual review and assessment of the employee’s overall performance and impact compared to goals. * Performance is assessed in terms of **results** (what was accomplished) and **behaviors** (how it was accomplished). ([Yale Behavioral Competency Library](https://your.yale.edu/sites/default/files/files/WorkatYale/PM-Competency-Library-Definitions-2020.pdf))
* The summary focuses on the employee’s strengths, how they have contributed to the organization’s mission, and areas for growth.
* Documentation includes all information discussed at this year’s year-end conversation: manager’s rating, employee’s self-assessment, feedback from key clients or colleagues, and a summary of the dialogue between manager and employee in their one-on-one meetings throughout the year.

 Please see the [Performance Management page](https://your.yale.edu/work-yale/learn-and-grow/yale-performance-management) for information, guides, and tools. |

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| **Manager’s Assessment –** *Description of results and how they were achieved* | **Manager Rating\*** |
| **Manager’s** Assessment Summary:  | Choose an item. |
| Click or tap here to enter text. |  |

*Fields will expand.*

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| **Employee’s Assessment –** *Description of results and how they were are achieved* |
| **Employee’s** Assessment Summary:Click or tap here to enter text. |

*Fields will expand.*

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| **Manager Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Dual Report Manager Signature** *(if applicable)* | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Second Level Review Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Employee Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| *Your signature acknowledges that you have read this completed form and that your supervisor has* *reviewed with you.* |
| **Employee Comments** | Click or tap here to enter text. |
| ***Note:*** *In accordance with CT State Law, you have the right, should you disagree with any of the information contained in this document, to submit a written statement explaining your position**This statement will be maintained as part of your personnel file.  Once signed and completed, a copy of this form, along with any attachments, should be sent to your HR Generalist.* |
| **\*Performance Ratings** |
| **Exceptional** | **Met/Exceeded Expectations Rating** | **Needs Improvement Rating** | **Unsatisfactory Rating** |
| Performance noticeably exceeded expectations and made a unique contribution to the achievement of University, School, or Departmental objectives. This rating is awarded to under 20% of Yale incumbents and is typically reserved for the top performer(s) for the year.  | Performance consistently met or exceeded Yale’s high standards and expectations. All critical annual goals were achieved. Incumbent widely recognized as a strong and valued contributor. | Performance often met, but did not consistently meet, position expectations. One (or more) of the most critical annual objectives was not met. Incumbent typically needs further coaching and development to fully meet position expectations. | Performance was below expectations in essential areas of responsibility, with key goals and objectives missed. Contribution was typically below that of peers or incumbents in comparable positions. |