



Debbie Mathews Finch – UW Volunteer
 Mathews Finch Consulting Group

SAMPLE Annual Performance Review & Goal Setting Template

Agency Name	
The Mission of the XYZ	
Employee Name:	
Title of Position Held:	
Manager:	
2015 Goals and Performance Expectations (At the beginning of the year, develop goals with employee so that there is buy-in and tie to Agency Goals so there is line of sight.)	Level of Achievement and Results (to be completed at the end of the review period) Against Goals and Performance Expectations (see Job Profile for Performance Expectations)
1. Goal 1	1.
2. Goal 2	2.
3. Goal 3	3.
4. Performance Expectations as outlined in Job Profile	4.
Annual Performance Summary: (Focus on overall contribution, results tied to goals, and performance expectations in job profile)	
Development Opportunities: (Focus on opportunities to improve performance in current role (see job competencies in job profile) and if appropriate prepare for next role or opportunity)	
Signature of Employee:	
Signature of Manager:	
Date reviewed with Employee by Manager:	

A Copy of this Performance Review will become a part of your Personnel File

Note:

The blue shaded area is to be completed at the beginning of the year (performance period).

The employee should be given regular feedback during the year against these goals, and goals may be tweaked as Agency goals/priorities may change during the performance period.

The green shaded area is to be completed at the end of the year or performance period.