



EMPLOYEE EXPECTATION REVIEW

Employee Name: _____ Supervisor: _____
 Job Title: _____ Review Year: _____

Employee will be graded twice a year - Please be as detailed as possible on the description of Goals and Values

Section 1: Employee Value

Use the rating scale to rate the employee on the Core Values and how the employee guides their interactions as a part of the Covenant team.

5	4	3	2	1
Outstanding Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Acknowledged leader /expert in <u>all</u> areas of competence	Strong in virtually <u>all</u> areas of competence; No major areas of improvement needed	Satisfactory performance in <u>most</u> areas with minor areas of improvement needed	Effective in some areas; Significant Improvement needed in <u>one or more</u> areas	Ineffective performance in <u>most</u> areas

Core Values - to be S.C.O.R.E.D on our services and team with expertise and C.A.R.E

	Rating	Rating
S- Skilled (knowledge, ability, and trained to perform tasks with excellence)	1	2
<u>Results:</u>		
C- Compassionate (conducting yourself in a manner that shows concern and empathy)	1	2
<u>Results:</u>		
O- Organized (plan ahead, be proactive, and show neatness in work)	1	2
<u>Results:</u>		
R- Respectful (honoring people's possessions, property, and time)	1	2
<u>Results:</u>		
E- Engaged (participating with focused attention and positive mindset)	1	2
<u>Results:</u>		
D- Disciplined (doing the right thing even if no one is looking)	1	2
<u>Results:</u>		
Total:		

Section 2 : Employee Goals

Use the rating scale below to rate the employee based on Core Goals and Covenant's Mission.

5	4	3	2	1
Outstanding	Excellent	Meets Expectations	Needs Improvement	Unsatisfactory
Results were clearly "above and beyond" expectations	Results exceeded expectations	Goal was met; Action Plan was carried out	Some progress made towards achieving goal, but results did not meet goal	Performance goal not met; Progress towards goals was minimal

Core Goals - to be S.C.O.R.E.D on our services and team with expertise and C.A.R.E

Mission: *providing expertise and C.A.R.E for people with property problems.*

Rating	Rating
1	2

How well the employee represents and models our Core Goals and Covenant's mission.

****This rating entry should be an average of the current ratings from page 1.**

Goal:

1	2

Examples:

Goal:

1	2

Examples:

Goal:

1	2

Examples:

Goal:

1	2

Examples:

Total:

Reviewer should complete 1 -2 goal items, and employee should identify 2 - 3 goal items for development. Current ratings should reflect how well the previous goals were accomplished.

Section 3: Employee Development and Action Plan

Identify 1 - 4 Strengths and 1 - 4 Development Needs. Create an Action Plan to: 1) develop employee accountability to; 2) increase his/her contribution to the company; and/or 3) increase performance. Action Plans should include what the supervisor needs the employee to do to turn a weakness into a strength.

<i>Employee Strengths:</i>	<i>Specific Examples:</i>
<i>Employee Development Needs/Weaknesses:</i>	<i>Specific Examples:</i>
<i>Action Plan:</i>	<i>Completion Dates:</i>

First Review Date: _____

Manager Signature: _____

Employee Signature: _____

Second Review Date: _____

Manager Signature: _____

Employee Signature: _____