

<b>Employee Name :</b>	<b>Supervisor :</b>
<b>Job Title :</b>	<b>Period :</b>
<b>Department :</b>	

Examples of disciplines and KPIs

## OBJECTIVE PERFORMANCE METRICS (TAILOR TO EACH DISCIPLINE AND THE ROLE OF THE EMPLOYEE)

PERFORMANCE	SELF EVALUATION	PEER EVALUATION	MANAGER EVALUATION
Skilled Trades: Output quality, project completion rate, safety adherence			
IT: Number of tickets picked up and resolved, uptime, system improvements			
Engineering: Project deadlines met, design accuracy, innovation in solutions			

## SOFT SKILLS AND COLLABORATION (ADAPT FOR TEAMWORK AND COMMUNICATION ACROSS FIELDS)

Skilled Trades: Clear and effective communication with team members on-site			
IT: Documentation of systems, clear communication with non-technical stakeholders			
Engineering: Ability to explain technical details to both technical and non-technical teams			
Shows effective communication that fosters collaboration with coworkers and supervisors.			
Considers and operates under company values and culture			
How well does the employee adapt to new challenges or unforeseen issues?			

1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Not Applicable

**Performance measurement codes.** For KPIs, consider: Did the employee meet performance expectations? What projects, tasks, or assignments have been completed? What measurable outcomes have resulted from their work?

**PROFESSIONAL DEVELOPMENT AND GROWTH**  
(TAILOR TO EACH DISCIPLINE AND THE ROLE OF THE EMPLOYEE)

<b>PERFORMANCE</b>	<b>SELF EVALUATION</b>	<b>PEER EVALUATION</b>	<b>MANAGER EVALUATION</b>
Skilled Trades: Learning new tools, techniques, or obtaining certifications			
IT: Learning new programming languages, certifications in cybersecurity			
Engineering: Mastery of new design software, process improvements			
Are they actively working toward professional development goals?			
What new skills has the employee gained or improved since the last evaluation or DOH?			
Have they utilized company resources for professional development (mentors, upskilling, training modules, etc.)?			

1 = Unsatisfactory, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Not Applicable

**Performance measurement codes.**

**ACTION PLAN & FOLLOW UP**

Do you have any concerns about your positions or career?	
What do you need to accomplish your goals?	
Do you have any long-term goals, and how can the company help support this?	
Set 1-3 milestones or tasks to achieve the goals identified in the evaluation.	

**DATE OF REVIEW :**

**NEXT CHECK-IN DATE :**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Reviewer