

# Performance Review Form Overview for Supervisors

## Demographic Data

- Enter Personal Data.
- Include name(s) of any [matrix-level managers](#) (optional).

## Performance goals and/or job responsibilities

- Insert 4-6 performance [goals](#) and/or job responsibilities.
- Enter results and accomplishments.
- Include feedback from matrix-level managers/project managers as appropriate.
- Assign a rating.

## Competencies

- Assign a rating to [core competencies](#).
- Add [job-specific competencies](#) as appropriate and assign rating.
- Assign a rating to [managerial competencies](#) for employees who have management or supervisory responsibilities.

## Summary

- Enter summary of performance, highlight accomplishments, list any development needs.
- Enter Lab Committee or Service Work.
- Optional: enter [career development plan](#).

## Overall Rating

- Assign an [overall rating](#).
- Discuss salary review matrix with 2<sup>nd</sup> level reviewer to ensure rating and allocated pay increase are aligned with the D/S/C salary review budget.

## Signatures and Comments

- 2<sup>nd</sup> level reviewer must sign document before supervisor issues rating and pay authorization form to employee.
- All three signatures (employee, supervisor, 2<sup>nd</sup> level reviewer) must be completed before sending completed review form to D/S/C Designee.
- Optional: Comments by [matrix-level manager](#) can be attached at the end of the form.
- Optional: Comments by employee can be attached at the end of the form.
- Optional: Comments by [mentor](#) can be attached at the end of the form.