



**2017 Annual Employee Performance Appraisal**

Employee Name:  Department:

Job Title:

Supervisor:

Review Period: 1/1/2017  12/31/2017

**Rating Scale Definition**

**VALUES**

**CONSISTENTLY DEMONSTRATES:** Regularly incorporates Destination Cleveland values into approach, decision making and execution of job responsibilities.

**SOMETIMES DEMONSTRATES:** Occasionally incorporates Destination Cleveland values into approach, decision making and execution of job responsibilities.

**DOES NOT DEMONSTRATE:** Inconsistently / Never incorporates Destination Cleveland values into approach, decision making and execution of job responsibilities.

**GOALS**

**EXCEEDED GOAL:** Completed the goal ahead of due date and goal accomplishment required minimal oversight by the direct supervisor.

**MET GOAL:** Completed the goal correctly and by the due date.

**ACHIEVED A PORTION OF THE GOAL:** Goal was not completely achieved but work was accomplished toward the goal.

**DID NOT ACHIEVE ANY OF THE GOAL:** No portion of the goal was achieved.

*You are required to provide rating for each values below.*

**VALUES**                      **EMPLOYEE SCORE:**                      **MANAGER SCORE**  / 3.0 (50%)

VALUE	Ratings Scale	EMPLOYEE SCORE:	MANAGER SCORE
<b>Passion - Love Cleveland, Love Your Job</b> Individuals that are passionate are curious, they find inspiration and engage even when it isn't part of their "job description", they live the organizational values, they have a positive attitude and strive to demonstrate interest and enthusiasm for their work and Cleveland.	<input type="text"/>		<input type="text"/>
<b>Entrepreneurialism - Be Bold &amp; Take Risks</b> Individuals that are entrepreneurial ask questions. They consider new ideas, take risks and try new things. They often take the path less traveled and celebrate individuality. They say "yes" more often than "no." they are self-motivated and proactive.	<input type="text"/>		<input type="text"/>

<p><b>Collaboration - Work Together (Internal) &amp; With Others (External)</b>          Individuals that are collaborative are kind and open minded. They communicate well and listen often. They take time to consider and try new ideas, striving for less ego and more empathy. They don't make assumptions and celebrate individuality. They are welcoming, supportive and flexible. They work well with other and effectively express ideas. They contribute to team efforts and promote group success.</p>	<input type="text" value="-----"/>		<input type="text"/>
<p><b>Integrity- Be Authentic &amp; Honest</b>          Individuals with integrity are honest. They are accessible, trusting and supportive. They don't make assumptions. They communicate and listen. They respect others and are themselves.</p>	<input type="text" value="-----"/>		<input type="text"/>
<p><b>Results - Get the Job Done Right</b>          Individuals that deliver results are resourceful. They innovate and collaborate. They are authentic and honest. They are creative and flexible. They have high quality of work, good follow-up, they meet deadlines, they possess the necessary skills and applies them effectively to perform the job, they thoroughly think through problems and make sound judgment.</p>	<input type="text" value="-----"/>		<input type="text"/>



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*These Values reflect the principles that should guide your interactions with your colleagues and our customers. Consider these values as you provide feedback on the behavior you have demonstrated throughout the quarter. Provide this feedback in the relevant comment boxes below.*

**Start:** Consider actions and behaviors that will enable success. Take into account skills, experiences and behaviors that would benefit the individual, team and/or the Organization.

Self: N/A

Feedback



**Stop:** Consider non-productive actions and behaviors that are not working or detracting from success.

Self: N/A

Feedback



**Continue:** Reflect on actions, behaviors or positive attributes that are working well and should continue to further enhance individual, team and/or the Organization's success.

Self: N/A

Feedback



### CURRENT GOALS

EMPLOYEE SCORE:

MANAGER SCORE

/ 3.0 (50%)

Goals	Outcomes	Score	Weight
Self: N/A	N/A	N/A	N/A
Title: <input type="text"/>		<input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>	/3.0	%
Due: <input type="text"/>	Completed: <input type="text"/>		
	Status: <input type="text"/>		
Rating: <input type="text"/>			

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### OVERALL PERFORMANCE

Score:  / 3.0 (100%)

Rating: Not Rated

### New Goals

Goals	Weight
Title: <input type="text"/>	<input type="text"/> %
 <input type="text"/>	
Due: <input type="text"/>	

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### OVERALL COMMENTS

Self: N/A

Employee Comments



Supervisor's Comments



