



## PERFORMANCE REVIEW NARRATIVE PROMPTS

What do these performance ratings look like in the workplace? (Add your specific examples to support rating)

	Performance Needing Improvement	Good Performance	Great Performance
<b>Getting the Work Done</b>	Requires prompting to seek help from appropriate colleagues/supervisor; needs to improve time management; needs to coordinate better with others to get work done on time; should continue to try their best to finish their tasks; does not have the necessary skills to complete the work and is unwilling to use training/assistance/resources needed to perform; rarely achieves performance goals; needs to work on producing acceptable work product	Allocates appropriate tasks to direct reports; asks for/offers assistance from others appropriately; coordinates with others to get the job done on time; tackles all assigned tasks enthusiastically/competently; does what it takes to get the job done; can be counted on to carry out assignments; uses effective ways/processes to accomplish their work	Goes "above and beyond" job duties/expectations; takes on tasks outside their direct responsibility; completes duties even when not required to; always willing to help others when needed; consistently accomplishes more than expected; their methods and processes are great examples for others to follow; constantly promotes best/effective practices beyond their work group
<b>Cooperation</b>	Takes sole credit for team projects; requires improvement on collaborating with peers; engages in behaviors that detract from a collaborative environment; unwilling to help others when requested/necessary; does not complete their allocated tasks as part of a team; does not permit their direct reports to assist/work with others; does not share key information with others; is good when performing individual tasks but is weaker when required to work with others; fails to communicate with and train others	Builds multiple working relationships needed to get the job done; establishes good relationships with peers who assist each other when needed; makes positive contributions to collaborative environment; promotes cooperation well; can effectively work with other teams	Consistently finds ways/works with others to complete projects more efficiently with a better outcome; regularly leads team to work together to accomplish more than expected; shows strong leadership in bringing team together to overcome some particular difficulty/challenge and accomplish their goals
<b>Commitment and Development</b>	Does not accept constructive criticism; is reluctant to take on new duties; lacks focus; regularly complains; does not ensure work quality is acceptable; is reluctant to take responsibility for self-development; is unable/unwilling to work with supervisor to develop performance improvement strategies; has an inconsistent attitude that negatively impacts their work/team performance; does not adapt to change	Accepts and acts on constructive criticism positively; works until job is complete; is self-motivated to perform work to best possible standard; Requires little direction; anticipates problems and thinks of creative solutions; appropriately seeks out training/resources to continuously improve performance; utilizes time effectively; has strong grasp and understanding of their job responsibilities; is flexible	Actively seeks out feedback and improve performance in tangible ways; regularly generates new ideas for ways to improve their/team performance; consistently incorporates new learning in their work; consistently accepts new responsibilities and projects; embraces change and positively influences others to adapt to change; regularly inspires/provides constructive feedback to others to succeed