



National Optical Astronomy Observatory

2008 PERFORMANCE REVIEW

for

Supervisory and Management Staff

Instructions

Employee

Please complete sections 1-6, then forward to your supervisor no later than **November 1, 2008** (in electronic or printed version). Your supervisor will complete sections 7-9, and will meet with you to discuss this performance review. You may add any comments in section 10 after your discussion with your supervisor.

Supervisor

After the employee completes sections 1-6, please complete sections 7-9, and then discuss the performance review and job description with the employee. Allow the employee to add any comments in section 10, and then forward to the next level supervisor(s) for signature if applicable, with the exception of the Center Director, (Human Resources will forward this form to the Center Director). **Return the completed form to the HR Supervisor (D'Andrea Williams) before December 31, 2008.**

Review Period:

through

Name:

Department:

Position:

Supervisor:

Time in Current Position:

-
- 1. Describe your major accomplishments and contributions to your department and/or the organization during the past twelve months. Include demonstrated leadership and management abilities.**

2. Describe steps taken to improve efficiency and effectiveness of operations in the area of your responsibility.

3. Describe handling of employee-relations matters during the last twelve months. Include issues regarding managing of employee performance concerns, interpersonal skills, hiring, promotions and terminations. Include strengths and areas for improvement.

4. List continuing education, training, or other development activities that were undertaken during the review period.

5. Are there any changes in your job that could be made in order to help you better perform your duties? Include any suggested additional training.

6. List the developmental goals and/or areas for improvement from the last review period. Comment on whether goals were met, and if not the reason they could not be accomplished.

To be completed by supervisor:

7. List developmental goals for this upcoming review period. Include major milestones, projects, deadlines or timeframes (if applicable):

8. Describe areas for improvement or development, including any planned training, continuing education, or other development activities to be undertaken in order to achieve the goals outlined above.

9. Provide an overall summary of the employee's performance during the review period:

10. Additional employee comments after discussion of performance.

Job Description Reviewed (*please forward any updates to HR*)

Periodic reviews of progress towards goals and developmental opportunities recommended throughout the year.

Employee's Signature

Date

Supervisor's Signature

Date

Next Level Supervisor's Signature (If Applicable)

Date

Next Level Supervisor's Signature (If Applicable)

Date

THIS SECTION FOR HUMAN RESOURCES USE ONLY

Human Resources Signature

Date

Center Director Signature

Date

ABRA Data Entry _____