**Employee Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date: |  |

**Competency Development Goals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency** | **Development Opportunity** | **Skilled** | **Talented** | **Comments** |
| 1. Peer Relationships

 *Can quickly find common ground and solve problems for the good of all; can represent own interests and yet be fair to other groups; is seen as a team player and is cooperative; easily gains trust and support of peers.* |  |  |  |  |
| 1. Customer Focus

 *Is dedicated to meeting the expectations and requirements of customers; gets first-hand customer information; establishes effective relationships with customers and gains trust and respect.* |  |  |  |  |
| 1. Drive for Results

 *Can be counted on to exceed goals successfully; is consistently one of the top performers; steadfastly pushes self and others for results.* |  |  |  |  |
| 1. Optional other competency
 |  |  |  |  |
| 1. Optional other competency
 |  |  |  |  |

**Major Accomplishments**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Comments on Visual Management Board (if applicable)**

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**Other Supervisor Comments**

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**EPAS Overall Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Meets Expectations |  | Exceeds Expectations |  | High Performance |

**Signatures**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee |  | Date |
|  |  |  |
| Supervisor |  | Date |

**Employee Comments:**

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**Year-Ahead Development Goals**

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| --- | --- | --- |
| **Goal Area**Competency, specific skill, or other area for improvement | **Description** | **How is it applied?** |
| 1.  | Equity and Social Justice – related goal |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |

**Visual Management Board Notes**

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**Quarterly Check-ins**

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| --- | --- | --- | --- |
| **Quarter** | **Notes** | **Date** | **Signature** |
| 1st |  |  |  |
| 2nd |  |  |  |
| 3rd |  |  |  |