

Salary / Office	1	2	3
	Needs Improvement	Capable Team Member	Superior Performer
<b>Skill, Proficiency, and Judgement in Role</b>	Work outputs often contain errors or require re-work/revision; Does not fully complete assignments; Poor judgement leads to ineffective or inappropriate solutions; Has not attended or pursued any professional development during this evaluation period; Comfortable with the status quo	Carries out assignments to completion; Reliable and can be counted on to meet deadlines; Stays up-to-date on current trends relevant to their role; Completes company-mandated training on time; Demonstrates proficiency at work methods and procedures as a means toward greater efficiency; Finds ways to reduce cost/inventory	Subject matter expert; Sought after for their knowledge and/or experience; Lifelong learner; Pursues professional development to stay on the cutting edge of their role/field; Sought after for their advice on matters both related and unrelated to their role
<b>Problem Solving and Continuous Improvement</b>	Struggles to identify problems, or delays in recognizing issues; Often relies on others to provide solutions or make decisions; Rarely considers the long-term impact of decisions; Fails to learn from past mistakes, repeating similar errors; Satisfied with status quo	Identifies problems and takes appropriate steps to address them; Generates practical solutions and makes sound decisions; Considers the impact of both short-term and long-term decisions; Learns from past experiences and applies lessons to future situations; Seeks input from others to make informed decisions; Consistently completes company-mandated training	Uses data and facts as drivers of timely decisions; Proactively identifies potential problems and addresses them before they escalate; Consistently generates innovative and effective solutions; Considers the broader implications of decisions, ensuring alignment with organizational goals; Leads change management initiatives.
<b>Time Management</b>	Disorganized or struggles to balance workload; Is late or delayed often; Misses deadlines; Often requires reminders to stay on track with assignments; Poor planning results in last-minute efforts; Regularly over-commits and fails to manage workload; Fails to complete company-mandated training	Skilled at Planning, organizing, and prioritizing workload; Punctional; Rarely needs reminders to stay on track; Adjusts plans as needed to accommodate changing priorities; Can be trusted to work independently	Consistently meets or exceeds deadlines with high-quality work; Excels at prioritizing tasks, ensuring critical work is completed first; Manages workload proactively, anticipating and addressing potential issues; Assists others with improving their time management; Sets professional boundaries to not take on more than they can handle.
<b>Effective Communication</b>	Frequently misunderstands or misinterprets information; Struggles to articulate thoughts clearly and concisely; Rarely provides feedback or updates to team members; Often fails to listen actively, leading to repeated instructions or errors	Generally communicates clearly and effectively with colleagues; Provides regular updates and feedback to team members; Listens actively and responds appropriately to other's input; Adapts communication style to suit different audiences; Communicates change to affected parties with empathy	Consistently communicates with clarity, precision, and purpose; Proactively shares information and feedback, fostering a collaborative environment; Demonstrates exceptional listening skills, ensuring understanding and engagement; Tailors communication style expertly to diverse audiences and situations
<b>Professional Behavior</b>	Uses inappropriate tone or language in professional settings; Shifts blame or shirks responsibility when things go wrong; Has acted unprofessionally or received disciplinary write up for conduct during this evaluation period; Displays negative attitude or inconsistency in interactions with coworkers; Resistant to change	Demonstrates appropriate workplace behavior and decorum; Holds self accountable for assigned responsibilities; Manages stress and pressure adequately; Seeks help when necessary; Maintains positive attitude, language, and professional tone in most interactions; Works well with others; Adheres to company policies; Conducts themselves ethically	Exemplifies professionalism in all interactions, serving as a role model for others; Seeks feedback to improve performance proactively to avoid setbacks; Holds peers accountable for, and coaches them on, performance or behavior issues; Handles high pressure situations with composure; Inspires confidence in coworkers