

# Core Competency Performance Evaluation Form

This form is designed to evaluate the employee's performance against core organizational competencies. Please rate each competency and provide supporting comments.

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## Employee Information

Employee Name:	<input type="text"/>	Job Title:	<input type="text"/>
Department:	<input type="text"/>	Review Period:	<input type="text"/>
Evaluator Name:	<input type="text"/>	Date:	<input type="text"/>

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## Rating Scale

1 - Unsatisfactory | 2 - Needs Improvement | 3 - Meets Expectations | 4 - Exceeds Expectations | 5 - Outstanding

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## Core Competency Assessment

### 1. Communication

Expresses ideas clearly, listens effectively, and shares information appropriately across teams.

Rating (1-5):

Supporting Comments / Examples:

### 2. Teamwork and Collaboration

Works cooperatively with others, supports team goals, and builds positive working relationships.

Rating (1-5):

Supporting Comments / Examples:

### 3. Problem Solving and Decision Making

Identifies problems, analyzes information objectively, and develops practical and effective solutions.

Rating (1-5):

Supporting Comments / Examples:

### 4. Accountability and Dependability

Takes responsibility for work outcomes, meets deadlines, and maintains high standards of personal conduct.

Rating (1-5):

Supporting Comments / Examples:

### 5. Adaptability and Innovation

Embraces change, learns new skills quickly, and contributes new ideas to improve processes.

Rating (1-5):

Supporting Comments / Examples:

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## Overall Summary

**Overall Performance Rating (Average Score):**

**Key Strengths:**

**Areas for Development:**

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## Signatures

Signatures below indicate that the performance evaluation has been discussed.

**Employee Signature:**  **Date:**

**Evaluator Signature:**  **Date:**