Competency Assessment/Work Plan/Performance Evaluation

COMPETENCY				PERFORMANCE	
WEIGHT	Discussion/Justification of Competency Level including observations or measures	Business Need	Employee (K,S,A)	Employee work plan outlining expected performance and outcomes for each identified competency.	
		☐ C ☐ J ☐ A	☐ C ☐ J ☐ A	**Expected Performance/ Outcomes:**	
				Actual Performance:	Performance Rating 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Key:

Business Need Competency Levels: C=Contributing; J= Journey; A= Advanced

Employee Competency Levels: C=Contributing; J= Journey; A= Advanced

K,S,A Knowledge, Skills, and Abilities

Performance Ratings: 1= Unsatisfactory Performance; 2= Improvement Needed; 3= Meet Expectations; 4=Exceeds Expectations; 5= Consistently Exceeds Expectations

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