On a scale of 1-5 (with 1 being poor and 5 being excellent), please rate **NAME’s** performance on the following key job attributes. Feel free to add any clarifying comments or rationale for your rating. If you feel unqualified to respond to any question, please write “NA.”

**Communication** (effectiveness in exchanging information with others - consider speaking, listening, writing, and presentation skills) \_\_\_\_\_

**Organization and Planning** (extent to which employee is productive & efficient in organizing their work, managing resources, meeting deadlines, and managing multiple competing tasks & priorities) \_\_\_\_\_

**Judgment/Decision Making/Problem Solving** (effectiveness in analyzing problems & determining appropriate actions; acts with integrity and considers impact when making decisions) \_\_\_\_\_

**Teamwork** (works positively and professionally with others in a collaborative spirit, treats others as colleagues rather than subordinates)\_\_\_\_

**Leadership Skills** (leadership capabilities, development and management of staff and programs/projects, ability to inspire confidence in others)

1. **What do you consider NAME’s greatest strengths, as they relate to her job responsibilities?**
2. **What do you consider NAME’s greatest opportunities for growth, relative to her job responsibilities?**
3. **Based upon your direct experience with NAME, please share any other thoughts/impressions/suggestions that would help inform our annual review.**