

Annual Performance Review Form

Success is defined by not only “what” we do, but “how” we accomplish it as individuals and as a team. As part of our annual review process, we like to look back on what we’ve accomplished, how we lived the Company Values, and talk about your professional development.

Employee Name	
Current Job Title	
Review Period	
Supervisor Name	
Supervisor Title	
Date of Review	

A Look Back Over the Last Year, “What” I Accomplished.

The work that I am most proud of:

(Completed by Employee as Prewrite)

If I could do something differently, I would have:

(Completed by Employee as Prewrite)

Manager comments on accomplishments over the last year:

Alignment with Core Values of the West Coast Chamber, “How” I Approach My Work.

- + Exhibits the Core Values most of the time
- +/- Sometimes exhibits the Core Values and sometimes does not
- Doesn't exhibit the Core Values most of the time

Core Values	Ratings	Comments
It's All About You	Employee Self Rating	Employee Comments: <i>(Completed by Employee as Prewrite)</i>
	Manager Rating	Manager Comments:
Deliver Remarkable Experiences	Employee Self Rating	Employee Comments: <i>(Completed by Employee as Prewrite)</i>
	Manager Rating	Manager Comments:
Learn, Innovate, Share	Employee Self Rating	Employee Comments: <i>(Completed by Employee as Prewrite)</i>
	Manager Rating	Manager Comments:
Contagious Energy with a Positive Attitude	Employee Self Rating	Employee Comments: <i>(Completed by Employee as Prewrite)</i>
	Manager Rating	Manager Comments:
Be a Trailblazer!	Employee Self Rating	Employee Comments: <i>(Completed by Employee as Prewrite)</i>
	Manager Rating	Manager Comments:

An eagerness to learn is not only a Core Value, it helps find success in current and future roles. Please share with us your interests in professional development and how you think it would help you in your career and the resulting benefit to the West Coast Chamber.

This year, I'd like to focus on developing: <i>(Completed by Employee as Prewrite)</i>
Action Plan & Manager Comments:

We want to thank you for your continued dedication and efforts to help the West Coast Chamber achieve our goals and live our Values. Here's an opportunity to share any additional thoughts you may have in relation to last year's performance review.

Employee Comments:	
Employee Signature:	Date:
Manager Signature:	Date:

For Use by Manager Only:

Merit Award (if applicable)	Current Pay	New Pay (if applicable)	Effective Date