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| --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | |  | Performance Progress and  Interim Feedback Tool | | | | |
|  |  | | | |
|  | **Point of Review** | **Rating/Example** | | |
|  | **Point of excellence**  **I need to note** | **Date** | **Point of concern**  **I need to note** |
| **HR PLANNING** | 1. Effective time & project management. |  |  |  |
| 1. Effective work prioritization and organization. Effective meeting participation |  |  |  |
| 1. Project completion quality, quantity and rate. |  |  |  |
| 1. Interpersonal interaction and general collegial behavior. |  |  |  |
| **WORK QUALITY** | 1. Effectively uses the policies, procedures and practices in place. |  |  |  |
| 1. Demonstrates effective problem-solving and appropriate solutions. |  |  |  |
| 1. Demonstrates creativity, expertise and professionalism in work. |  |  |  |
| **PRODUCTIVITY** | 1. Demonstrates initiative and willingness to see work through to completion. |  |  |  |
| 1. Regular use of follow-up, preventative communication practices, and heads-up. |  |  |  |
| 1. Remains positive and energetic. Helps to keep us moving forward |  |  |  |
| **PROGRESS ON GOALS** | **Progress Toward Specific Goals:** | | | |
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