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|  | Performance Progress andInterim Feedback Tool |

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|  | **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.
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| 1. Effective work prioritization and organization. Effective meeting participation
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| 1. Project completion quality, quantity and rate.
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| 1. Interpersonal interaction and general collegial behavior.
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| **WORK QUALITY** | 1. Effectively uses the policies, procedures and practices in place.
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| 1. Demonstrates effective problem-solving and appropriate solutions.
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| 1. Demonstrates creativity, expertise and professionalism in work.
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| **PRODUCTIVITY** | 1. Demonstrates initiative and willingness to see work through to completion.
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| 1. Regular use of follow-up, preventative communication practices, and heads-up.
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| 1. Remains positive and energetic. Helps to keep us moving forward
 |  |  |  |
| **PROGRESS ON GOALS** | **Progress Toward Specific Goals:** |
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