



2023 Annual Review of Work Performance

At the Frey Foundation, we firmly believe everyone is entitled to an honest exchange about performance. We know how we work is as important as what we do, and that people are our greatest resource. The annual reflection on work performance is intended to be a mutual exchange and a shared responsibility between the team member and their team leader. As a process, it should support continued and ongoing communication and discovery of how to improve and sustain our common work.

Today's Date	Review Period	Last Review Date	Next Review Date
Team Member Name		Position	
Team Leader Name		Position	
Provide an overall summary of the contributions, achievement of goals, and professional development for the review period.			

INSTRUCTIONS: FOR EACH COMPETENCY PROVIDE 1-2 STATEMENTS REFLECTING ON PRIOR PERIOD.

COMPETENCY	OBSERVATIONS/COMMENTS
<p>Planning, organizing, & executing - Exhibits ability to plan and complete work in a timely manner, establishes priorities of projects and daily work, sets and meets goals. Institutes proper interim and final checks to control flow of projects and to identify obstacles. Follows through on plans and effectively executes and completes projects and assignments. Demonstrates good work habits.</p>	<ul style="list-style-type: none"> •

<p>Teamwork - Works effectively with others within work teams, the Foundation and with external contacts. Supports group decisions. Constructively addresses negative influences. Keeps others informed of issues, events, and priorities. Values and recognizes others for their accomplishments. Maintains honest and open relationships. Responds to others' needs and requests in a timely manner. Demonstrates willingness to help other staff by mentoring or coaching. Utilizes dialogue and participatory efforts to support collaboration and team effectiveness. Demonstrates active listening skills. Communicates clearly and effectively.</p>	<ul style="list-style-type: none"> •
<p>Knowledge of Job and Organization - Has sufficient content knowledge to perform all parts of the job. Can provide assistance to others. Demonstrates an understanding of and values the mission, vision, and values of the Frey Foundation as they apply to the work.</p>	<ul style="list-style-type: none"> •
<p>Adaptability, and Problem Solving - Makes appropriate suggestions and provides input during meetings and projects. Maintains effectiveness during change. Balances multiple priorities. Generates innovative or alternative solutions to business or technical problems.</p>	<ul style="list-style-type: none"> •
<p>Accountability - Makes and keeps commitments. Demonstrates ability to deal with difficult issues and conflicts. Measures progress and reports variances on all projects. Is considerate of core hours, attendance, timeliness of meetings, work ethics, organizational values and is respectful towards the needs of others and the Foundation. Assumes personal responsibility for reflection and feedback to ensure and promote continuous improvement.</p>	<ul style="list-style-type: none"> •
<p>Effectiveness as management- (i.e., leadership, motivator) (Complete if applicable)</p>	<ul style="list-style-type: none"> •

People development - (I e., coaching, mentoring, communicating) (Complete if applicable)	<ul style="list-style-type: none">•
Fiscal Management - (i.e., budget) (Complete if applicable)	<ul style="list-style-type: none">•

IDENTIFY THE PRIMARY GOALS AND OBJECTIVES THAT ARE IMPORTANT TO FOCUS ON IN THE IMMEDIATE FUTURE.

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I have participated in this process and have reviewed the contents. I understand that my signature does not imply agreement or disagreement with this annual reflection of work performance.

Employee Signature

Date

Reviewer Signature

Date