

Performance Review

Employee Name:

Job Title:

Department:

Manager Name:

Review Date:

1. Results

This section looks at how the employee “delivers” on day to day work and projects.

Achievements

What has the employee excelled at in the past season? What are the employee's strengths? What steps has the employee taken to further develop themselves in the past season?

Opportunities

Where are the employee's opportunities for development? What steps would you recommend for improving their performance?

Looking Forward

What would you like to see the employee accomplish in the next season? What challenges would you like them to rise to?

2. Approach

This section focuses on "how" the employee went about delivering on their work.

Stakeholder Communication and Service

At MTC, we strive to interact positively with all stakeholders. Our stakeholders include vendors, artists, co-workers, and patrons, to name a few. These positive and respectful interactions and the timeliness of our responses to stakeholders are extremely important. Comment on how the employee interacts with stakeholders.

Integrity

To foster a respectful and trusting environment, it is important that our employees deal ethically and professionally with all stakeholders and do the right thing even when no one else is looking. Comment on how the employee demonstrates integrity.

Passion and Artistic Quality

Celebrating dramatic art and enhancing the quality of artists and audiences is at the heart of what we do. Our passionate employees champion MTC both internally and externally, act with urgency and care and promote creativity in the workplace. Comment on the employee's passion and commitment to quality.

3. Leadership (if applicable)

*This section is for employees who oversee direct reports **ONLY**.*

Leadership is a critical part of any manager's role. It is expected that leaders establish and communicate expectations, set a clear direction for their team and promote MTC's goals and objectives. We place high importance for our leaders to develop the team and individuals on the team, deal with team concerns on a timely basis, and lead from a positive, respectful and collaborative approach. Comment on the employee's leadership approach.

4. Overall Manager Comments

Comment on one or two things done really well over the past season that you would like to see continue. Describe any goal or growth oriented areas that should be focused on moving forward.

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5. Employee Discussion / Comments

The employee can use the space below to comment on their performance review or for any additional feedback they have from the performance review meeting (optional).

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____