A clock mounted to the side

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2020 Performance Goals and Evaluation** | | | | | | | | | | | |
| Employee Name | | |  | | Review Period | | January 1, 2020 – December 31, 2020 | | | | |
| Manager Name | | |  | | Date | |  | | | | |
| **Corporate/ Functional Goals:** *Please type the corporate/ functional goal(s) you are aligning to below*: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Individual Goals: *Using the boxes below, please list your individual goals (3-5) and provide the appropriate actions, measures of success and timeframe* | | | | | | | | | | | |
| Individual Goal 1: | | | | | | | | | | | Weight % |
|  | | | | | | | | | | | |
| Action | | | | | | Measurement | | | | | Timeframe |
|  | | | | | |  | | | | |  |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Corporate/ Functional Goals:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Individual Goal 2:** | | | | | | | | | | | Weight % |
|  | | | | | | | | | | | |
| **Action** | | | | | | **Measurement** | | | | | **Timeframe** |
| 1. | | | | | | 1. | | | | | 1. |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Corporate/ Functional Goals:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Individual Goal 3:** | | | | | | | | | | | **Weight %** |
|  | | | | | | | | | | | |
| **Action** | | | | | | | | **Measurement** | | | **Time** |
| 1. | | | | | | | |  | | |  |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Corporate/ Functional Goals:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Individual Goal 4:** | | | | | | | | | | | **Weight %** |
|  | | | | | | | | | | | |
| **Action** | | | | | | | | **Measurement** | | | **Time** |
|  | | | | | | | | 1. | | | 1. |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Corporate/ Functional Goals:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Individual Goal 5:** | | | | | | | | | | | **Weight %** |
|  | | | | | | | | | | | |
| **Action** | | | | | | | | **Measurement** | | | **Timeframe** |
| 1. | | | | | | | | 1. | | | 1. |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Goal Signatures** | | | | | | | | | | | |
| Manager  Signature |  | | | | | | | | | Date | |
| Employee  Signature |  | | | | | | | | | Date | |
| **Employee Evaluation** | | | | | | | | | | | |
| **Overall Goal Summary:** *Please provide a total summary of your performance for the entire year referencing the goals you completed for the year and how they contributed to your department/ functional goals. This should be summary statement to reflect your accomplishments for the year.* | | | | | | | | | | | |
| Summary: (for end of year performance review) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Pfenex Values: *Please provide a summary of your performance on Pfenex’s Core Values of Trust, Integrity, Accountability, Ambition and Innovation* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Overall Leadership Summary**: (***Managers Only***) *Please provide an overall summary of your leadership performance including behaviors/values and additional achievements. The leadership performance summary should focus on the leadership competency model of driving growth, execution, and connecting & inspiring.* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Overall Performance Summary**: *Please provide an overall summary of performance including behaviors/values and additional achievements not captured in goal summaries. The performance summary should focus on behaviors or actions that reflect trust, integrity, accountability, ambition, and innovation.* | | | | | | | | | | | |
| **Performance Rating:** | | | | **(Provide your self-assessment rating)** | | | | | | | |
| Summary: (for end of year performance review) | | | | | | | | | | | |
| **Manager Evaluation** | | | | | | | | | | | |
| **Overall Goals Summary:** *Review employee’s accomplishments/ contributions as it relates to their individual goals and contribution(s) to the departments overall goals* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Pfenex Values: *Review employee’s overall performance/ behavior as it relates to Pfenex’s Core Values of Trust, Integrity, Accountability, Ambition and Innovation* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Leadership Assessment:** *Review employee’s overall performance/ behavior as it relates to Pfenex’s leadership competency model of driving growth, execution, and connecting & inspiring.* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Overall Performance Summary: *Review employee’s overall performance for the year. Highlight any significant accomplishments made, areas of improvement/ development and functional or technical strengths* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Performance Rating:** | | | | | | | | | | | |
| Performance Evaluation Signature | | | | | | | | | | | |
| MANAGER SIGNATURE | |  | | | | | | | Date | | |
| EMPLOYEE  SIGNATURE | |  | | | | | | | Date | | |