

EMPLOYEE PERFORMANCE REVIEW FORM

The purpose of the "EMPLOYEE PERFORMANCE REVIEW FORM" is to provide an open discussion of performance assessment between the manager and employee.

Employee Name _____

Job Title: _____

Evaluator Name: _____

Review Date: _____

Review Period: From _____ To _____

Next Review Scheduled For: _____

<u>RATING SCALE</u>	
1 — Excellent	Performance always exceeds requirements.
2 — Very Good	Performance frequently exceeds requirements.
3 — Average	Performance meets requirements.
4 — Below Average	Performance occasionally meets requirements.
5 — Poor	Performance rarely meets requirements.

Attendance and Punctuality 1 2 3 4 5

Prompt; reports to work as scheduled—
sick and personal leave time kept to a minimum

Comments: _____

Neatness 1 2 3 4 5

Neat in appearance; dresses appropriately
for the job; cleanliness of work area

Comments: _____

Quantity of Work

1 2 3 4 5

Volume of work regularly produced;
Speed of output

Comments: _____

Quality of Work

1 2 3 4 5

Displays completeness and thoroughness
in work activity; carries out assignments
to completion; strives for perfection

Comments: _____

Job Cooperation

1 2 3 4 5

Interest and enthusiasm shown on the
job; displays a positive attitude

Comments: _____

Ability to Work with Others

1 2 3 4 5

Interaction with other co-workers;
portrays friendly personality

Comments: _____

Initiative

1 2 3 4 5

Self-starter; ability to "stay busy";
easily motivated

Comments: _____

Job Knowledge

1 2 3 4 5

Possesses necessary technical skills;
Understands what has to be done; ability
to work independently

Comments: _____

Communication

1 2 3 4 5

Ability to express ideas, opinions and
thoughts;

Comments: _____

Supervision

1 2 3 4 5

Accepts criticism positively; learns
from mistakes

Comments: _____

Employee Strengths: _____

Improvements Needed: _____

Employee Comments: _____

Pay Increase: yes no If yes, new wage is: _____

Title Change: yes no If yes, new title is: _____

Evaluator Signature: _____ *Employee Signature:* _____