

EMPLOYEE PERFORMANCE REVIEW

Job Knowledge

%

Exceeds
Expectations
In All Areas

Exceeds
Expectations
In Some Areas

Meets
Expectations

Below
Expectations

Unsatisfactory

N/A

1. Appraise comprehension and retention of job procedures and methods.

2. Understanding of responsibilities and scope of duties.

3. Exhibits ability to learn and apply new skills.

4. Requires minimal supervision.

5. Displays understanding of how job relates to others.

Job Quality

%

Exceeds
Expectations
In All Areas

Exceeds
Expectations
In Some Areas

Meets
Expectations

Below
Expectations

Unsatisfactory

N/A

1. Evaluate quality of work performed.

2. Accuracy, neatness, and consistency in all areas of job performance.

3. Attention to detail.

Job Quantity/Productivity

%

Exceeds
Expectations
In All Areas

Exceeds
Expectations
In Some Areas

Meets
Expectations

Below
Expectations

Unsatisfactory

N/A

1. Evaluate how much acceptable work is done.

2. Efficiency and productivity.

3. Ability to accomplish objectives under pressure.

4. Effective use of time.

Dependability/Follow Through

%

Exceeds
Expectations
In All Areas

Exceeds
Expectations
In Some Areas

Meets
Expectations

Below
Expectations

Unsatisfactory

N/A

1. Jobs completed on time.

2. Ability to organize & prioritize to accomplish goals and objectives.

3. Responsiveness to others in a timely manner.

EMPLOYEE PERFORMANCE REVIEW

continued

Communication Skills

		Exceeds Expectations In All Areas	Exceeds Expectations In Some Areas	Meets Expectations	Below Expectations	Unsatisfactory	N/A
%							
1. Written communication.							
2. Verbal communication.							
3. Keeps others informed.							
4. Communication with other departments.							
5. Effectiveness of communication.							

Personal Growth and Judgment

		Exceeds Expectations In All Areas	Exceeds Expectations In Some Areas	Meets Expectations	Below Expectations	Unsatisfactory	N/A
%							
1. Adapts to changes in the workplace.							
2. Initiative.							
3. Asks for help when needed.							
4. Undertakes self-development activities.							
5. Decisions made in the absence of detailed instruction.							

Interpersonal Skills

		Exceeds Expectations In All Areas	Exceeds Expectations In Some Areas	Meets Expectations	Below Expectations	Unsatisfactory	N/A
%							
1. Establishes and maintains effective relationships with co-workers.							
2. Exhibits tact and consideration.							
3. Responds to management direction.							
4. Displays positive outlook and pleasant manner.							
5. Works cooperatively in group situations.							
6. Represents self to others in a professional manner.							

Attendance and Housekeeping

		Exceeds Expectations In All Areas	Exceeds Expectations In Some Areas	Meets Expectations	Below Expectations	Unsatisfactory	N/A
%							
1. Punctuality.							
2. Absenteeism.							
3. Keeps commitments.							
4. Housekeeping-Extent to which employee keeps work area organized and equipment kept clean and orderly.							

PERFORMANCE REVIEW

COMMENTS & SIGNATURES

GOALS REVIEW

<i><u>Review Of Goals For Prior Year/Quarter</u></i>		<i><u>Not Achieved</u></i>	<i><u>Improved</u></i>	<i><u>Fully Achieved</u></i>
1.				
2.				
3.				
4.				
5.				

<i><u>Goals For 1st Quarter</u></i>		<i><u>Not Achieved</u></i>	<i><u>Improved</u></i>	<i><u>Fully Achieved</u></i>
1.				
2.				
3.				

<i><u>Goals For 2nd Quarter</u></i>		<i><u>Not Achieved</u></i>	<i><u>Improved</u></i>	<i><u>Fully Achieved</u></i>
1.				
2.				
3.				

<i><u>Goals For 3rd Quarter</u></i>		<i><u>Not Achieved</u></i>	<i><u>Improved</u></i>	<i><u>Fully Achieved</u></i>
1.				
2.				
3.				

<i><u>Goals For 4th Quarter</u></i>		<i><u>Not Achieved</u></i>	<i><u>Improved</u></i>	<i><u>Fully Achieved</u></i>
1.				
2.				
3.				



EMPLOYEE PERFORMANCE REVIEW

Job Knowledge

%

Job Quality

%

Job Quantity/Productivity

%

Dependability/Follow Through

%

Communication Skills

%

Personal Growth and Judgment

%

Interpersonal Skills

%

Attendance and Housekeeping

%

Final Score

Final Percentage

%