



Employee Review

Employee Name: _____

Job Title: _____ Department: _____

Review Period Dates: _____ to _____

Date of Review: _____

Reason for Review: Merit Annual Unsatisfactory Performance
 End of Probation Period Peer Appraisal
 Other _____

Instructions: Using the rating scale below, review the employee’s performance and note the areas where the employee excels and where improvement is needed. Illustrate specific, detailed examples of goals, results, and job-related behavior since the last review. Rating must support and be substantiated by narrative comments. Continue comments on a separate sheet, if necessary. Sign the form, and obtain second level reviewer approval prior to discussing with the employee. Have the employee sign after the review is discussed with employee

Definitions of Ratings:

- (4) **Exceeds Expectations:** Distinctive performance, significantly better than average. Consistently exceeds all relevant performance standards.
- (3) **Satisfactory:** Has performed at a fully satisfactory level, meets the requirements of the job in all respects and occasionally exceeds job performance standards.
- (2) **Marginal:** Performance does not meet an acceptable level in all areas. Improvement is needed.
- (1) **Unsatisfactory:** Performance falls substantially short of job requirements. Consequences may include, but are not limited to, reassignment, termination, corrective interview, demotion or redefinition of duties. Monthly evaluations will be held until the performance status improves.

Technical Knowledge & Skills	N/A	1	2	3	4	Rating
• Demonstrates knowledge and understanding of all related job duties, equipment, and work methods						_____
• Able to perform a wide variety of job-related tasks.						_____
• Uses sound judgment when necessary to reassess situations of tasks.						_____
• Shows proactive commitment to safety.						_____

Category Rating: _____

Comments: _____

Productivity	N/A	1	2	3	4	Rating
• Production parameters are met, or exceeded, and work is accurate.						_____
• Work assignments show planning and organization, for optimum results.						_____
• Willing to integrate new subject matter into existing operations, in effort to improve production or rectify problems.						_____
• Accomplished previously established goals and objectives.						_____
Routinely cleans and maintains his/her equipment and work area.						_____

Category Rating: _____

Comments: _____

Initiative	N/A	1	2	3	4	Rating
• Willing to assume new and challenging assignments.						_____
• Routinely shows an interest in improving own skill level.						_____
• Participates constructively in group problem-solving and projects.						_____
• Shows flexibility, is able to work independently or with a group.						_____
• Generates ideas and demonstrates creative solutions.						_____

Category Rating: _____

Comments: _____

Communication & Teamwork N/A 1 2 3 4 **Rating**

- Express oneself accurately and understandably in both oral and written forms. _____
- Accepts supervision with positive and appropriate attitude. _____
- If confused, will be open to asking for clarification of policy or work assignments. _____
- Interacts well and cooperates with co-workers, in order to meet company goals. _____
- Shows interest in the job and in the company, fostering enthusiasm. _____
- Anticipates needs and does not wait to be told. _____

Category Rating: _____
Comments: _____

Project Management Skills N/A 1 2 3 4 **Rating**

- Establish both short and long-term plans to meet future goals, showing ability to foresee trends relevant to area of responsibility. _____
- Work assignments are properly analyzed, planned, and organized prior to implementation. _____
- Keeps area of responsibility, and all associated functions, running smoothly over extended periods of time. _____
- Meets corporate deadlines and shows good time management skills. _____

Category Rating: _____
Comments: _____

Decision-Making and Problem Solving N/A 1 2 3 4 **Rating**

- Accumulates all relevant information prior to making job-related decisions or implementations. _____
- Shows well thought-out decisions regarding processes and assignments of responsibility for staff. _____
- Demonstrates ability to clearly isolate and define problem areas. _____
- Formulates realistic solutions in a timely manner. _____
- Responds promptly to concerns of customers or staff. _____

Category Rating: _____
Comments: _____

Leadership Qualities:	N/A	1	2	3	4	Rating
• Inspires confidence and provides motivation for staff to achieve business goals and objectives.						_____
• Consistently provides both positive and negative feedback to improve employee's performance.						_____
• Fosters fairness, integrity, and safety, in the workplace.						_____
• Assists staff in meeting their professional development goals by proper training, coaching, and classes.						_____
• Provides follow-up on problems and progresses, maintaining active supervision and appropriate ownership.						_____

Category Rating: _____

Comments: _____

Employee's overall performance in comparison to position duties and responsibilities:

Technical Knowledge and Skills _____	Project Management Skills _____
Productivity _____	Decision Making and Problem Solving _____
Initiative _____	Leadership Qualities _____
Communication and Teamwork _____	

Overall Performance Rating: _____

Complete all of the following sections:

1. Accomplishments or new abilities demonstrated since last review:

2. Specific areas of needed improvement:

3. Recommendations for improvements, professional development, or specific goals:

- _____
- _____
- _____

4. Absences: _____

Tardiest _____

Employee's Comments: _____

Supervisor's Signature: _____ Date: _____

Second Level Reviewer's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____