

Employee Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Client Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Date Awarded Position: \_\_\_\_\_

Reason for Review (check one):  90-day Review     Mid-Year Review     Year-End Review / Annual Review

**RATINGS SYSTEM:**

- 5 = Superior performance: Clearly consistently exceeds overall requirements
- 4 = Above average performance: Generally exceeds expectations
- 3 = Average performance: Performance is satisfactory and meets expectations
- 2 = Below average performance: Improvement needed, expectations not being met
- 1 = Deficient performance: Immediate improvement required

**Instructions:** Rate the employee in each area, making special note of specifics relative to employee's position. If you rank an employee as either a 1 or a 5 on this form, please contact Human Resources prior to discussing review with the employee.

<b>Productivity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Progress toward the completion of objectives. Regular and consistent productivity. Meets deadlines and quotas.					
Notes:					
<b>Quality</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Thorough, neat, and accurate work. Attention to detail. Acceptability of work performed.					
Notes:					
<b>Dependability / Attendance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Attendance, punctuality. Reliable to complete and follow up on duties performed, when necessary.					
Notes:					
<b>Communication</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Accurate, clear, and timely communication of information. Discretion in distribution of information.					
Notes:					
<b>Motivation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Ambitious, industrious, and shows energetic initiative. Continues to show self-improvement.					
Notes:					
<b>Cooperation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Tactful, patient, courteous, and sincere in personal contacts. Cooperative, yet firm when appropriate. Works well with others. Handles complaints well.					
Notes:					

<b>Supervision</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Effective assignment of work (if applicable). Follows supervision and training for improved performance or growth. Accepts performance appraisals and discipline. Able to work with little or no supervision.					
Notes:					
<b>Knowledge of Position</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Has a good understanding of core functions of position. Works to keep up knowledge base. Asks questions before jumping to conclusions. Acceptable levels of intelligence and skill used to perform the job.					
Notes:					
<b>Adherence to Policy</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Has positive attitude in complying with all company policies.					
Notes:					

What are the employee's strong points? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the employee's weak points? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow up date: \_\_\_\_\_ By: \_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGMENT**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_