

PERFORMANCE REVIEW

[Company Name]

EMPLOYEE	DATE	COMPLETED BY

INSTRUCTIONS

Please fill out this form completely before meeting with the employee for his/her performance review. Please provide written comments for each category and provide rankings for certain categories (as indicated). Use specific examples when providing feedback to assist the employee in understanding what he/she has done well and why certain skills need improvement.

JOB ACCOMPLISHMENTS

[List the employee's job accomplishments during this review period. Provide an overall rating for the period.]

1-Unsatisfactory 2-Satisfactory 3-Average 4-Above average 5-Outstanding

STRENGTHS

[List the key strengths that the employee exhibited during the review period.]

AREAS FOR DEVELOPMENT

[List the key areas that the employee should improve and/or develop.]

COMMUNICATION SKILLS

[Describe the strengths and weaknesses of the employee's communication skills. Provide a rating for the review period.]

1-Unsatisfactory 2-Satisfactory 3-Average 4-Above average 5-Outstanding

INTERPERSONAL SKILLS

[Describe the strengths and weaknesses of the employee's interpersonal communication and team building skills. Provide a rating for the review period.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

ENTHUSIASM

[How enthusiastic is the employee about the position? Provide a description and a rating.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

TIME MANAGEMENT

[Does the employee seem to manage his or her time well? Provide a description and a rating.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

TRACK RECORD

[Describe and rate the employee's degree of success in meeting predetermined goals.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

CUSTOMER MINDSET

[Describe and rate the level of customer-oriented thinking that the employee displays.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

JOB KNOWLEDGE

[Describe the level of knowledge that the employee has about his/her job in particular and the company in general. Rate his/her job knowledge.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

JUDGEMENT

[Describe and rate the level and quality of judgement that the employee displays. Provide specific examples.]

1–Unsatisfactory 2–Satisfactory 3–Average 4–Above average 5–Outstanding

OVERALL PERFORMANCE

[Provide a summary of the employee's overall performance. Rate his/her overall job performance.]

[] **1**–Unsatisfactory [] **2**–Satisfactory [] **3**–Average [] **4**–Above average [] **5**–Outstanding

AGREED UPON ACTIONS

ACTION	BY WHOM	DUE DATE

OTHER COMMENTS

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Accepted and agreed to by:

[Employee's Name]

[Manager's Name]

[Date]

[Date]