

## Performance Review

Employee being reviewed: \_\_\_\_\_

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

Before the review:

Provide employee with a job description and ask employee to note updates for you to discuss. Ask an employee to complete a self-review at least one (1) week prior to this review. All goals should be reasonable and specific.

***Use this rating key for the following review:***

***NA = Not Applicable***

***1= Unsatisfactory***

Does not perform required tasks. Requires constant supervision

***2= Marginal***

Needs improvement in quality of work. Completes tasks, but not on time.

***3= Meets Requirements***

Meets basic requirements. Tasks are completed on time.

***4= Exceeds Requirements***

Goes above and beyond expectations.

***5= Exceptional***

Always gets results far beyond what is required.

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Briefly describe a few set goals. Were the goals achieved? If not, then why not?

Goal #1.

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Goal #2.

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Goal #3.

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Achieves set objectives.	NA	1	2	3	4	5
Open to constructive criticism.	NA	1	2	3	4	5
Demonstrates required job skills and knowledge.	NA	1	2	3	4	5
Demonstrates effective management and leadership skills.	NA	1	2	3	4	5
Completes all assigned responsibilities.	NA	1	2	3	4	5
Meets attendance requirements.	NA	1	2	3	4	5
Takes responsibility for his/her actions.	NA	1	2	3	4	5
Recognizes potential problems and develops solutions.	NA	1	2	3	4	5
Demonstrates problem-solving skills.	NA	1	2	3	4	5
Offers constructive suggestions for improving work.	NA	1	2	3	4	5
Generates creative ideas and solutions.	NA	1	2	3	4	5
Provides alternatives when making recommendations.	NA	1	2	3	4	5

Additional Comments:

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Provide some suggestions for self-improvement:

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Supervisor/Manager comments:

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I \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date