

Employee Performance Review

Employee Name _____ Date _____

Position _____ Department _____

Part 1: Circle the number that best represents employee's performance for each item.

1. Quality/accuracy of work

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

2. Quantity of work

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

3. Dependability

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

4. Attendance/Punctuality

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

5. Professional communication skills with co-workers/supervisors

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

6. Customer-focused communication skills

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

7. Ability to work as a member of a team; teamwork

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

8. Ability to work independently

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

9. Open to feedback

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

10. Willingness to take on additional responsibilities

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

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11. Complies with company policies and procedures

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

12. Exhibits effective problem solving skills

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

13. Eagerness to learn new job-related skills

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

14. Asks questions and seeks guidance as needed

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

15. Makes progress toward professional development goals

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

Part 2: Explanation/description of concerns regarding any items with scores of 1 or 2, along with plans for making necessary improvements. Enter N/A for any items with scores of 3 or higher.

Item	Concerns:
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

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Part 3: Developmental Goals: Agree on and list 3 - 5 developmental goals for next review period.

1. _____
2. _____
3. _____
4. _____
5. _____

Part 4: Training Needs: List any specific training needed to improve job performance or make progress toward achieving agreed-upon developmental goals.

Part 5: Employee comments

Completed by:

_____ Employee Name (Please Print)	_____ Signature	_____ Date
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_____ Supervisor Name (Please Print)	_____ Signature	_____ Date
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_____ HR Representative (Please Print)	_____ Signature	_____ Date
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