

Employee Performance Review

Employee Name	New	Active	Supervisor's Name		Job Level	Employee Number	Department
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes					
Job Title	Supervisor		Start Date	Today's Date	Tenure		Performance Review Period
	<input type="checkbox"/> Yes				0 years 0 months 0 days		From: To:

Performance Rating	Instructions to Reviewer
<p>Performance: 3.3</p> <p>Attendance: 3.0</p> <p>Tardiness #: 0</p> <p>Supervisor: 0.0</p> <p>Overall: 3.0</p>	<p>Scale</p> <ul style="list-style-type: none"> 3.6 to 4.0 3.0 to 3.5 2.0 to 2.9 0.5 to 1.9 <p>• Review form should be completed on both sides by employee's immediate supervisor and reviewed with next appropriate levels of management.</p> <p>• During the performance interview, cover all factors thoroughly, allowing the employee to exchange comments and ideas. Remember, this is a two way interview.</p> <p>• Allow employee to review form, express comments in writing and sign.</p> <p>• Forward original to HR Department. Give the employee a copy. All Salary increase recommendations must be accompanied with this form.</p> <p>Note: Default rating is set to 3 for Satisfactory the minimum requirement of the position.</p>

Performance Factors

<p>Quality of Work 3.5</p> <p>Consider accuracy, thoroughness, and quality of end results. Do not evaluate volume of work. Review within framework of department standards.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Outstanding - Always exceeds standards. Exceptional Accuracy. Reliable results.</p> <p>■ Satisfactory - Meets quality standards and expectations.</p> <p>■ Marginal - Meets standards only occasionally and frequent errors.</p> </div> <div style="width: 45%;"> <p>■ Unacceptable - Clearly below standards. Work needs constant checking.</p> </div> </div>
<p>Quantity of Work 3.5</p> <p>Evaluate the amount of work accomplished and the promptness which it is received under normal circumstances. Review within framework of department standards.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Outstanding - Unusually high output, always ahead of schedule.</p> <p>■ Satisfactory - Normally meets standards. Meets schedules more often than not.</p> <p>■ Marginal - Falls below requirements often, works slowly.</p> </div> <div style="width: 45%;"> <p>■ Unacceptable - Consistently below standards.</p> </div> </div>
<p>Job Knowledge 3</p> <p>A measure of understanding regarding work responsibilities, scope of job tasks, and routines to be performed. Knowing what is expected by supervisor.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Outstanding - Exceptional, handles problems easily, very effective, rarely needs assistance.</p> <p>■ Satisfactory - Good grasp of routine, normal follow-up, meets job standards.</p> <p>■ Marginal - Slow to grasp duties, always needs assistance. Incomplete job knowledge.</p> </div> <div style="width: 45%;"> <p>■ Unacceptable - Lacks comprehension of tasks involved after repeated instruction.</p> </div> </div>
<p>Initiative 4</p> <p>An evaluation of the employee's willingness to seek out solutions to problems and learn more of the various functions involved. Perform tasks without being specifically directed to do so.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Outstanding - Highly motivated. Anticipates needs, generally seeks additional responsibility.</p> <p>■ Satisfactory - Exhibits a willingness to seek and take on additional responsibility.</p> <p>■ Marginal - Normally does only what is asked and no more.</p> </div> <div style="width: 45%;"> <p>■ Unacceptable - Exhibits no drive, motivation, or interest in the job.</p> </div> </div>
<p>Attitude & Cooperation 3</p> <p>Consider attitude towards fellow employees, supervision and company policies. Willingness to accept changes and responsibility in job assignments.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Outstanding - Exceptionally cooperative, consistently dependable and reliable. Highly adaptable and receptive to change. Works well</p> <p>■ Satisfactory - Exhibits a willingness to cooperate during peak periods.</p> <p>■ Marginal - Resists change. Occasionally uncooperative. Difficulty in getting along with others.</p> </div> <div style="width: 45%;"> <p>■ Unacceptable - A definite reluctance to cooperate. Inadaptable.</p> </div> </div>

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<p>Safety 3</p> <p>Is there a direct safety responsibility in the employee's job duties beyond good housekeeping? If yes, evaluate.</p>	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>■ Outstanding - Exercises great care. Quick to sense possible hazard and make corrective suggestions.</p> <p>■ Satisfactory - Alert to safety rules and violations. Keeps work place in good order.</p> <p>■ Marginal - Needs to be reminded regularly on safety and orderliness on work place.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>■ Unacceptable - Careless of others and own safety. Takes chances.</p> <p>0 Not applicable</p> </td> </tr> </table>	<p>■ Outstanding - Exercises great care. Quick to sense possible hazard and make corrective suggestions.</p> <p>■ Satisfactory - Alert to safety rules and violations. Keeps work place in good order.</p> <p>■ Marginal - Needs to be reminded regularly on safety and orderliness on work place.</p>	<p>■ Unacceptable - Careless of others and own safety. Takes chances.</p> <p>0 Not applicable</p>
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<p>Attendance and Punctuality 3</p> <p>Number of Days Absent During: _____</p> <p>Review Period _____ to _____</p> <p>Number of Times Tardy: <input style="width: 50px;" type="text"/></p> <p><i>After 3rd tardy notice from supervisor requires 90 day probation.</i></p>	<p>Attendance and punctuality are important aspects of job performance since they impact the quality and quantity of the work performed. In assessing attendance and punctuality, attention and consideration should be given to the reasons for absence, the employee's past record and the current attendance record. Use the "Comments" section to indicate special circumstances which mitigate attendance and punctuality and consult Human Resources if necessary.</p> <p>■ Outstanding ■ Satisfactory ■ Marginal ■ Unacceptable</p>
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<p>Supervisor Effectiveness 0</p> <p><i>(Supervisory Positions Only)</i></p> <p>Extent to which employee is competent technically and administratively, is cost conscious and fulfills personnel responsibilities in carrying out such programs as affirmative action, training, appraisal, compensation, and implementation of business ethics policies.</p>	<p>■ Outstanding - Consistently exceeds expectations.</p> <p>■ Satisfactory - Fully meets expectations.</p> <p>■ Marginal - Less than satisfactory.</p> <p>■ Unacceptable</p> <p>0 Not applicable</p>
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<p>Overall Performance Rating 3</p> <p>Consider total performance against all job requirements for the performance period including priority and weighting for each factor.</p>	<p>■ Outstanding - Accomplishments far exceed job expectations. Takes initiative and requires no supervision.</p> <p>■ Satisfactory - Performance meets expectations. Sometimes performs with excellence but not consistently. Requires only normal supervision and follow-up.</p> <p>■ Marginal - Performance meets minimum requirements but improvement needed. More than normal direction and follow-up required.</p> <p>■ Unacceptable - Performance does not meet minimum requirements of the job. Requires excessive amount of supervision.</p>
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<p>Comments</p>	
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Supervisor To Complete Where Applicable

<p><u>Indicate Areas Of Strength</u> Raise: <input type="checkbox"/> Yes Promotion: <input type="checkbox"/> Yes</p> 	<p><u>Indicate Areas Needing Improvement</u></p>
<p><small>Notice: A raise or promotion only indicates that the supervisor is recommending to senior management for consideration.</small></p>	

What Actions Are Needed To Improve Overall Performance

Employee Comments

<p><u>What do you wish to add to this review?</u></p> 	<p><u>Employee's Signature</u></p>	<p>Date</p>
	<p><u>Supervisor's Signature</u></p>	<p>Date</p>
	<p><u>Manager's Signature</u></p>	<p>Date</p>