Employee Review Form

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| --- | --- |
| Date of Review |  |
| Employee Name (with title) |  |
| Reviewer/Manager (with title) |  |

Purpose of Review

To build a better understanding between the employee and direct supervisor, clarify mutual objectives, provide an understanding of the contributions made to the department and company, and summarize overall employment performance.

Instructions

Carefully evaluate the employee’s work performance in relation to current job responsibilities. Include 4 specific job duties to evaluate the employee from the Job Description. Use the following scale to evaluate the employee’s performance when compared to the general expectations of the position:

* Outstanding – Employee consistently meets, and in many instances exceeds, expectations and desired results
* Very Good – Employee consistently meets expectations, sometimes exceeds and never falls short of desired results
* Satisfactory – Employee meets expectations, usually meets and seldom falls short of desired results
* Improvement Needed – Employee does not meet expectations and lacks consistency if expectations are met; frequently falls short of desired results

## General

**1. Demonstrates commitment, dedication, cooperation, and positive behavior.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **2. Works effectively under deadline pressure or in unusual or new work situations.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **3. Demonstrates flexibility in responding to priority and organizational changes.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **4. Work is accurate, thorough and is completed in a timely manner with high quality.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

**5. Accurately executes directions and plans from supervisor in a positive manner.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **6. Responds in a timely and appropriate manner.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **7. Maintains harmonious working relationships with supervisors, co-workers and outside clients/vendors.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **8. Seeks solutions to resolve unexpected problems that arise on the job.**

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|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **9. Attendance is reliable and acceptable.**

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|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

 **10. Complies with company rules and policies.**

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| --- | --- | --- | --- |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

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## JOB SPECIFIC ANALYSIS

List specific responsibilities/duties from the employee’s job description

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| --- | --- |
| 1. |  |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |
| 2. |  |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |
| 3. |  |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |
| 4. |  |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |

## Overall Performance Rating

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|[ ]  Outstanding |[ ]  Very Good |[ ]  Satisfactory |[ ]  Improvement Needed |
| Comments: |  |
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## STRENGTHS

Give specific examples of performance you consider above average

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## AREAS NEEDING IMPROVEMENT

Give specific examples of problems that have occurred

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## GOALS MET FROM PREVIOUS INTERVIEW

Revisit previous set goals if applicable

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## MUTUALLY AGREED UPON GOALS FOR EMPLOYEE

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| Set goals to work towards before next check-in |
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EMPLOYEE'S STATEMENT

This evaluation has been explained to me in detail. I understand the evaluation, including my obligations for development. I further understand that my signature below does not necessarily mean that I am in agreement with this evaluation.

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

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

REVIEWER'S STATEMENT

I have reviewed this evaluation with the employee and have discussed all elements of the evaluation.

Reviewer Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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