

Performance Review

Standards inherent in this position	Rating	Comments on rating

Performance Review

General Factors: review the following and rate the relevant areas the employee fulfills.

Item	Rating	Comments on rating
1. Job Knowledge Employee possesses a clear knowledge of the capital results, work and behavior necessary to be successful in this position.		
2. Job performance; quality of work performed in terms of neatness, pluralist and accuracy. Ability to produce results regardless of the volume.		
3. Ability to learn; the speed with which the employee masters new routines and grasps explanation. Accepts constructive feedback willingly and acts upon it without resistance.		
4. Dependability; Ability to produce results on time. Submits reports to manager as needed and required with minimal reminders from manager.		
5. Attitude and Cooperation; demonstrates enthusiasm, care and concern towards coworkers and customers. Willing to assist without complaining.		
6. Judgments; ability to make decisions based on sound reasoning. When in doubt, employee willing to ask questions.		
7. Record keeping and organization; accurate and stored and organized fashion. And writing is legible. Read ports are submitted according to standard.		

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8. Initiative; contributes and develops new ideas in order to improve results, work and or standards. Initiate action and demonstrates high motivation.		
9. Personal appearance; employee hears to address policy that is inherent in the position. Personal hygiene habits are appropriate.		
10. Overall; this overall rating should reflect clearly and objectively the employee's ability to achieve his or her result during the review. Within the limitation of any externally imposed constraints such as machinery, #or un-cooperating coworkers or managers.		

Performance Review

Employee Development - This review period

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Strengths:

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Areas requiring Improvement:

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What education / Training has employee taken related to his or her position this review period?

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Performance Review

Development Action Plan for next Period.

1. What performance goals Should the employee achieve during the next review period?

2. What does the employee need from manager in order to be more effective?

Career Development:

1. What are the employee's career ambitions?

a. In the next 6 months?

b. In the next year?

c. Beyond?

2. What steps should employee take to prove in order to maximize career potential?

Performance Review

Employee Statement:

I have reviewed my performance review and my comments are: (if there is a disagreement, Please explain.)

Employee signature:

Date:

I certify that this appraisal was conducted objectively and to the best of my judgment. Evaluation is based on personal observations and physical evidence of the employees work during this reviewperiod.

Managers Signature:

Date:

Document in the space below for any actions taken as a result of this performance review. Example, position, promotion, demotion, increased compensation, etc. please include dates for implementation.
