

PERFORMANCE EVALUATION AND PLANNING REVIEW

Employee Name:	Employment Date:	Position Title:	Reviewing Manager:
Current Review Date:	Date of Last Review:	Date of Last Increase:	Current Salary:
<input type="checkbox"/> 90 Day Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Promotional Review <input type="checkbox"/> Other (Specify):			

1 *Not Meeting Requirements*
 2 *Needs Improvement*
 3 *Meets Requirements*
 4 *Exceeds Requirements*
 5 *Outstanding Performance*

GENERAL SKILLS

SUPERVISOR'S RATING

Initiative – Sees beyond immediate assignments and acts on opportunities and problem areas.	1	2	3	4	5
Planning/Organizational Skills – Uses stable and predictable planning and organizational skills.	1	2	3	4	5
Problem Solving – Performs duties without specific direction, given adequate guidelines.	1	2	3	4	5
Decision Making – Applies good judgement in decision-making.	1	2	3	4	5
Time/Resource Management – Allocates time and resources effectively.	1	2	3	4	5
Flexibility – Responds and adapts effectively to change.	1	2	3	4	5

INTERPERSONAL SKILLS

Teamwork – Works well with others.	1	2	3	4	5
Customer Service – Provides professional customer service with both internal and external customers.	1	2	3	4	5
Responsiveness – Demonstrates responsiveness to requests from others.	1	2	3	4	5
Supervision – Accepts direction and supervision in a positive manner.	1	2	3	4	5
Communication – Listens, communicates, presents own and other's ideas effectively.	1	2	3	4	5

JOB PERFORMANCE SKILLS

Job Knowledge – Demonstrates thorough understanding of job duties.	1	2	3	4	5
Job Performance – Performs assigned tasks in a timely manner.	1	2	3	4	5
Productivity – Produces acceptable quantity of work in a timely manner.	1	2	3	4	5

Accuracy – Results are consistently accurate.	1	2	3	4	5
Follow-through – Sees that work and related action steps are followed through to completion.	1	2	3	4	5
Scheduling – Plans projects effectively. Sets reasonable goals and objectives.	1	2	3	4	5

SUPERVISORY SKILLS *(Comment on this section only if employee has management or supervisory responsibilities.)*

Planning – Identifies desired outcomes and develops long and short-range steps for accomplishing them.	1	2	3	4	5
Supervision – Establishes standards and monitors people or processes to maintain standards.	1	2	3	4	5
Administration – Completes administrative duties in a timely manner.	1	2	3	4	5

<u>OVERALL EVALUATION</u>	1	2	3	4	5
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FUTURE GOALS AND SUGGESTED IMPROVEMENTS:

EMPLOYEE COMMENTS:

 Manager

 Employee
(Employee Signature acknowledges receipt of review and does not necessarily indicate agreement.)

 Next Level Manager

 Human Resources