

SAMPLE

**Performance Review**

*Section 1 (to be completed by evaluator)*

*Section 2 (to be completed by employee)*

**Section 1**

Name of Employee: \_\_\_\_\_

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

Evaluator: \_\_\_\_\_

As you complete this performance review, use the following scale as a guideline for rating each category:

- 5 = Outstanding.** Performance well beyond expectations; positive attitude reflecting a keen interest in excellence and exceeding company goals.
  
- 4 = Above expectations.** Performance above average; attitude constantly reflects interest in improving and attaining higher level of achievement for self and company.
  
- 3 = Meets expectations.** Performance at average level; some interest in improving and positive attitude about the job and the company.
  
- 2 = Below expectations.** Performance is below average; attitude reflects little concern for improving.
  
- 1 = Unsatisfactory.** Performance is unacceptable; negative attitude about the job and the company.

**Rating****5 4 3 2 1****Performance**

- Produces thorough, accurate and consistent work product
- Strives for excellence
- Works independently
- Applies good judgment

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**Organization**

- Manages time effectively to plan and complete work
- Sets and revises priorities as appropriate

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**Flexibility**

- Accepts new methods and changes readily
- Works well under tight time constraints
- Modifies schedule to meet work demands

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**Communication**

- Reports to proper supervisor
- Understands instructions easily
- Listens well to instructions
- Maintains confidentiality
- Clearly articulates self, both verbally and in writing
- Asks questions when uncertain
- Asks for assistance when needed

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**Relationships**

- Cooperates with supervisor, clients, peers and others
- Is always courteous and acts in a professional manner

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**Attendance**

- Arrives and departs on time
- Schedules days off in accordance with company policy
- Adheres to time allotted for lunch and break periods
- Maintains satisfactory attendance

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**Knowledge/Skills**

- Meets job requirements
- Applies knowledge/skills to job
- Knows and follows standard practices and procedures

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**Professionalism/Dependability**

- Consistently completes assignments in a timely manner
- Meets deadlines
- Willing to work overtime when necessary
- Demonstrates effective follow-through on short- and long-term tasks
- Refrains from conducting personal business during working hours

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## **Evaluator's Comments**

1. In what specific areas, if any, has the employee excelled?

2. In what areas does the employee need to improve?

3. Set at least 2 goals for the next evaluation period?

## **Section 2**

### **To be completed by employee.**

Name: \_\_\_\_\_

1. What two or three strengths do you possess that the company is not currently leveraging and how could your manager help you use them more often?
2. How can you use your strengths to support your team?
3. What do you think are your weaknesses? What steps will you take to address these areas? How can your manager provide support?
4. What would you like to accomplish over the next 3 months? What will you need to do this month; this quarter;, to make it happen?