



EMPLOYEE PERFORMANCE REVIEW

Employee Name:	Title:	Hire Date:
Supervisor:	PT/FT Status:	Review Date:

Major job responsibilities: _____

Ratings Guideline

Poor	Below average	Satisfactory	Good	Excellent
1	2	3	4	5

Work Performance Category	Comments	Rating
<i>Technical competence</i>		
<i>Social Skills</i>		
<i>Customer interaction</i>		
<i>Appropriately groomed</i>		
<i>Company image projection</i>		
<i>Motivation, work ethic</i>		
<i>Employee interaction</i>		
<i>Decision Making/Judgment</i>		
<i>Other: _____</i>		

Overall performance: _____

Future goals and objectives: _____

Employee comments: _____

SUPERVISOR SIGNATURE	EMPLOYEE SIGNATURE	DATE
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