

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>Effective Use of Time/Resources</i>		
<i>Work Quality/ Accuracy/Documentation</i>		
<i>External Customer Interaction/Follow Up</i>		
<i>Internal Interaction / Communication</i>		
<i>Achieves Objectives of Position</i>		
<i>Motivation / Work Ethic</i>		
<i>Company Image Projection</i>		
<i>Demonstrates Team Approach/Attitude</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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