

# Employee Performance Review

## Employee Information

Name:	
Title:	
Supervisor:	
Start Date:	Review Date:

## Performance Ratings

5 – Consistently Exceeds Expectations 4 – Sometimes Exceeds Expectations 3 – Meets Expectations 2 – Sometimes Does Not Meet Expectations 1 – Consistently Does Not Meet Expectations N/A – Not Applicable	<b>Rating</b>
<b>Job Skills and Knowledge</b>	
Possesses the skills and knowledge of the responsibilities and duties assigned to the position and responds correctly to inquiries, consults with others as appropriate, and follows policies / protocol in carrying out job responsibilities. Comments:	<b>5 4 3 2 1 NA</b>
<b>Quality of Work</b>	
Is consistently thorough in completing work with few errors Comments:	<b>5 4 3 2 1 NA</b>
<b>Initiative</b>	
Meets deadlines, produces the work assigned, and demonstrates flexibility by adjusting to unexpected situations. Comments:	<b>5 4 3 2 1 NA</b>
<b>Judgment / Decision Making / Problem Solving</b>	
Determines priorities, makes logical and timely decisions, and resolves problems quickly. Comments:	<b>5 4 3 2 1 NA</b>

<b>Cooperation and Teamwork</b>	
Shows willingness to help others and get along with co-workers. Comments:	<b>5 4 3 2 1 NA</b>
<b>Attendance and Punctuality</b>	
Reports to work on time, follows procedures for requesting leave, reports absences, and provides necessary documentation / releases to work. Comments:	<b>5 4 3 2 1 NA</b>
<b>Customer Service</b>	
Serves the customer in a competent manner. Has a clear understanding of how to utilize the resources properly and realistically to accomplish tasks. Comments:	<b>5 4 3 2 1 NA</b>
<b>Safety</b>	
Promotes safe work environment and work practices; complies with all safety guidelines. Complies with food safety regulations. Comments:	<b>5 4 3 2 1 NA</b>
<b>Work Habits</b>	
Manages stress, conflict, and frustration in a constructive manner. Comments:	<b>5 4 3 2 1 NA</b>
<b>Interpersonal and Communication Skills</b>	
Listens well, makes contributions, and keeps others informed. Comments:	<b>5 4 3 2 1 NA</b>
<b>Responsiveness</b>	
Responds to tasks or requests in a cooperative and timely manner. Comments:	<b>5 4 3 2 1 NA</b>
<b>Average Rating</b> Add all rating numbers together for total ratings. Divide by* the number of performance ratings used for the average rating (if all ratings were used, divide by twelve).	Total Ratings _____ Divided by* _____ Average Rating = _____

**Goals and Objectives**

**Specific Contributions / Achievements**

**Improvement Opportunities**

**Training / Development Recommendations**

**Negotiated Goals / Action Plan**

**Other Comments**

**Overall Performance**

Average from first section	_____
Optional supervisor amendments	_____
<b>Overall performance rating</b>	_____

**Employee Comments**

Next Review Date: \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR / Other

\_\_\_\_\_  
Date