



Performance Review

Employee Name: _____ Social Security Number: _____

Position: _____ Department: _____

Date of Review: _____ Date of Last Review: _____

Period of Review From _____ to _____

<p>Rating Key: Consider the degree that work meets acceptable standards.</p>	<ol style="list-style-type: none"> 1. Consistently Below Expectation 2. Below Expectations 3. Meets Expectations 4. Exceeds Expectations 5. Consistently Exceeds Expectations 6. Unobservable or Not Applicable
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<p>1. Work Quality: How accurate, neat, and complete is the individuals work quality? This includes required duties to be performed and use of company forms.</p> <p>Explain:</p>	<p>Rating:</p>
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<p>2. Productivity: Does the individual effectively use available working time, plan and prioritize work, set and accomplish goals, and complete assignments on schedule?</p> <p>Explain:</p>	<p>Rating:</p>
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<p>3. Knowledge of Job: Is the individual familiar with the requirements of the position and the methods, practices, and equipment needed to complete his/her job?</p> <p>Explain:</p>	<p>Rating:</p>
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4. Adaptability: How well does the individual adjust to changes regarding job assignments, methods, personnel, or surroundings? Explain:	Rating:
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5. Dependability: Is the individual consistent in performing and carrying out instructions? Consider the amount of supervision required and willingness to take responsibility and be accountable. Explain:	Rating:
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6. Initiative and Resourcefulness: Does the individual notice projects to be done and then takes appropriate action? Has the individual developed and/or carried out new ideas or methods, offered new suggestions, anticipated needs and sought additional time to complete tasks? Explain:	Rating:
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7. Judgement: Does the individual exercise ability to choose best course of action when decisions need to be made? Does the individual work in a safe manner, preventing accidents, injuries and theft? Explain:	Rating:
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8. Relationships with People: Does individual work effectively with others (supervisors, peers, subordinates)? Consider level of respect and courtesy shown to others, attitude, appearance, manners, sociability, acceptance of job responsibilities, etc. Explain:	Rating:
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<p>9. Attendance: Is the individual punctual when reporting to work, adhere to the time limits for breaks and lunches, follow company policies for shift changes and time off, and give prompt notice of absence due to illness?</p> <p>Explain:</p>	Rating:
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<p>10. Communication Skills: To what extent does the individual demonstrate the ability to communicate effectively in both oral and written expressions with other associates, supervisors, and guests? Are issue dealt with and resolved constructively?</p> <p>Explain:</p>	Rating:
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<p>11. Leadership Ability: Is the individual able to motivate co-workers to accept and complete assignments in a timely manner and satisfactory matter?</p> <p>Explain:</p>	Rating:
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<p>12. Guest Services: Does the individual consistently give guests their undivided personal and professional attention and attend to guest requests with promptness, courtesy, and professionalism?</p> <p>Explain:</p>	Rating:
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<p>13. Appearance: Does the individual take pride in their personal appearance, wearing company provided uniform according to current policies?</p> <p>Explain:</p>	Rating:
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What goals will employee achieve to improve his/her performance on the job?

Employee Comments regarding performance review or evaluation (i.e. agree or disagree and why):

Any comments from person conducting performance review:

By signing below, I certify that I have reviewed this document and discussed the contents with my supervisor/manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

Employee Signature: _____ Date: _____

Reviewers Signature: _____ Date: _____

Managers Signature: _____ Date: _____