

Performance Review



Name:

Review Period:

Manager:

Department:

Job Title:

Rating Definitions:

R = Requires Improvement: Performance is below what is expected. Employee must make necessary improvement as noted above to retain employment and/or remain in current labor grade.

M = Meets Performance Expectations: Performance routinely meets overall standards or requirements for this category or job. Employee is a solid performer with few, if any process excursions, and no serious lapses in performance. Most good employees generally perform to this level.

E = Exceeds Performance Expectations: Employee consistently demonstrates the ability to perform better than expected to come under cost, ahead of schedule and/or technically better than expected, for their level of responsibility.

RATE THE EMPLOYEE BELOW FOR EACH PERFORMANCE STANDARD AND ENTER COMMENTS:

Safety: Works safely and actively participates in the company's drive toward zero injuries. Practices good housekeeping in work area.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Customer Satisfaction: Continuous devotion to meeting the needs of our customers, both internal and external, through dedication, cooperation and adaptability to change.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Personal Integrity: Always acts in an ethical and truthful manner in a way that earns the respect and trust of co-workers and customers.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

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Teamwork: Builds mutual trust and cooperation at all levels in the business. Demonstrates ability to get along with others. Responds and acts appropriately to confrontational situations.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Execution: Honors commitments and delivers results. Turns strategy into action. Uses time efficiently, producing required volume of work. Proactive in taking actions to achieve goals.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Job Knowledge and Comprehension: Understands and is knowledgeable of the duties, methods and procedures required by the job. Requires minimal supervision, seeks solutions to resolve unexpected problems.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Work Quality: Completes work assignments thoroughly and completely in an accurate, prompt, neat manner, including standards for verbal/written communications. Consistently follows through on assignments.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Attendance and Punctuality: Dependable, consistent, attends meetings on time.

- Rating: **R:** Requires Improvement **M:** Meets Expectations **E:** Exceeds Expectations
- Comments:

Performance Review



REVIEW PREVIOUS GOALS (if applicable)

- 1.
- 2.
- 3.

NEW GOALS:

- 1.
- 2.
- 3.

OVERALL RATING:

MANAGER COMMENTS:

EMPLOYEE COMMENTS:

Employee Signature:

Manager Signature:

Date:

— Be sure to save a copy of this pdf for your records before sharing with employee or manager. —