EMPLOYEE

PERFORMANCE REVIEW

The main objective of performance appraisals is to measure and improve the performance of employees and increase their future potential and value to the company. Other objectives include providing feedback, improving communication, understanding training needs, clarifying roles and responsibilities and determining how to allocate rewards

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| --- | --- | --- |
| **Employee Name** |  | |
| **Date** |  | |
| **Date of hire** |  | |
| **Title** |  | |
| **Supervisor** |  | |
| **Review period** | Annual | Quarterly |
| **Review Dates** |  | |

### GENERAL FACTORS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **QUALITY** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Systematically and correctly completes all tasks ensuring quality following established process and procedures | | | | |
| Specific Examples / comments | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **PRODUCTIVITY / INDEPENDENCE / RELIABILITY** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Ability to work independently and autonomously with little or no supervision in order to complete tasks. | | | | |
| Specific Examples / comments | | | | |

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| 1. **JOB KNOWLEDGE** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Ability to demonstrates and understands the work instructions, processes required to perform the job. | | | | |
| Specific Examples / comments | | | | |

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| --- | --- | --- | --- | --- |
| 1. **TEAMWORK / COMMITMENT** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Willingness to work in a team environment across all areas of the business. Employee responds to change in a positive manner. Accepts job assignments and additional duties enthusiastically and takes initiative to deliver new and existing projects. | | | | |
| Specific Examples / comments | | | | |

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| --- | --- | --- | --- | --- |
| 1. **ATTENDANCE** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Abides established start, finish and break periods and has an acceptable overall attendance record. | | | | |
| Specific Examples / comments | | | | |

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| --- | --- | --- | --- | --- |
| 1. **INNOVATION** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Seeks to improve work procedures and suggests ideas to create efficiencies | | | | |
| Specific Examples / comments | | | | |

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| --- | --- | --- | --- | --- |
| 1. **BEHAVIOUR** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Follows company policies, procedures | | | | |
| Specific Examples / comments | | | | |

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| 1. **LEADERSHIP** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Demonstrates strong communication and decision-making skills when leading others. Directs work flow of assigned tasks effectively to meet goals. | | | | |
| Specific Examples / comments | | | | |

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| --- | --- | --- | --- | --- |
| 1. **OVERALL PERFORMANCE** | Excellent | Exceeds expectations | Meets expectations | Improvement required |
|  |  |  |  |
| Comments | | | | |

### COMPLETE THE FOLLOWING SECTIONS

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| --- | --- |
| Specific areas that need improvement | Recommendations |
|  |  |
| Accomplishments of new abilities demonstrated since last review | **Employee comments** |
|  |  |

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| --- | --- | --- | --- | --- |
| **Discussed/reviewed with employee on:** | |  | | |
| **Manager/Supervisor Signature** |  | | **Date** |  |
| **Employee Signature** |  | | **Date** |  |