Employee Performance Review

Employee Information

Employee Name:

Job Title: Date:

Department:

Manager:

Review Period: **to**

Review Guidelines

At least one week prior to this review, notify the employee of the review and ask the employee to complete the Pre-Review Questions on the next page.

Key Performance Indicators

1. Achieved? Yes / No
2. Achieved? Yes / No
3. Achieved? Yes / No
4. Achieved? Yes / No
5. Achieved? Yes / No
6. Achieved? Yes / No
7. Achieved? Yes / No
8. Achieved? Yes / No
9. Achieved? Yes / No
10. Achieved? Yes / No

Pre – Review Questions

1. What do you feel were your top 5 achievements for the previous 12 months?

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   -
   -
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2. Where would you like to see your career progressing from your current role?

3. What skills do you have that you feel are currently being under-utilised by the Company?

4. What improvements do you feel would make the Company more successful?

Evaluation

Use this rating key for the following evaluation:

1 = Unsatisfactory

Does not perform required tasks. Requires constant supervision

2 = Marginal

Needs improvement in quality of work. Completes tasks, but not always on time.

3 = Meets Requirements

Meets basic requirements. Tasks are completed on time.

4 = Exceeds Requirements

Goes above and beyond expectations.

5 = Exceptional

Always gets results far beyond what is required.

	(5) Exceptional	(4) Exceeds Requirements	(3) Meets Requirements	(2) Marginal	(1) Unsatisfactory
Achieves Set Objectives	☐	☐	☐	☐	☐
Open To Constructive Criticism	☐	☐	☐	☐	☐
Demonstrates Required Job Skills And Knowledge	☐	☐	☐	☐	☐
Demonstrates Effective Management And Leadership Skills	☐	☐	☐	☐	☐
Completes All Assigned Responsibilities	☐	☐	☐	☐	☐
Meets Attendance Requirements	☐	☐	☐	☐	☐
Takes Responsibility For Actions	☐	☐	☐	☐	☐
Recognises Potential Problems And Develops Solutions	☐	☐	☐	☐	☐
Demonstrates Problem Solving Skills	☐	☐	☐	☐	☐
Offers Constructive Suggestions For Improvement	☐	☐	☐	☐	☐
Generates Creative Ideas And Solutions	☐	☐	☐	☐	☐
Provides Alternatives When Making Recommendations	☐	☐	☐	☐	☐

Team Member's Comments

Manager's Comments

Suggestions For Self-Improvement:

Employee Signature _____ Date _____

Manager Signature _____ Date _____