PLEASE PRINT

Employee Name:		Employee ID #:	
Title/ Position:		Department:	
Time in Pos/ SCD:	Date of Last Review:	Scheduled Review Dat	te:
Date Hired:	Period Covered by Review:	From	То
Reason for Review			
: Annual	: End of Probationary Period	: Unsatisfa	ctory Performance
	: 45 day Review	: Other	
Instructions: Carefully evaluat	e employee's work performance in relation to the es	sential functions of the job.	Check
the rating box which best indica	tes employee's performance. Indicate N/A if not app	licable. Assign points for eac	ch
rating within the scale, and write	e that number in the corresponding points box. Point	s will be totaled, and averag	ed
for an overall performance score	e.		
Definitions of Performanc	ce Ratings (to be used in rating performa	nce on the following pa	iges)
O= Outstanding- Performance is	s exceptional in all areas, and is recognizable as being	far superior to others.	
V= Very Good- Results clearly ex	xceed most position requirements. Performance is of	high quality, and is achieved	d on a
consistent basis.			
G= Good- Competent, and depe	ndable level of performance. Meets the performance	e standards of the job.	
I= Improvement Needed- Perform	rmance is deficient in certain areas. Improvement is	necessary.	
U= Unsatisfactory- Results are g	generally unacceptable, and require immediate impro	vement. No merit increase s	should
be granted to individuals with th	nis rating.		
N/A= Not Applicable.			
I. Performance Factors			
A. Professional Skills		O= 100 - 90	
1. Job Knowledge: Poss	esses working knowledge of all phases of the job, and	V= 89 - 80	
the various techniques, a	and skills necessary for efficient completion of tasks.	G= 79 - 70	
Remains up- to- date on o	changes/ trends in technical knowledge related to job.	I= 69 - 60	
Expands knowledge of th	ne job, and company products/ services, as it relates to	U= Below 60	
other positions.		'	_
Comments			
		Points	•
			
2. Judgment: Ability to m	nake sound, and proper decisions by drawing on		
professional expertise w	vith minimal negative effects on employee relations,	O= 100 - 90	
and/ or departmental,	, and company goals, and results. Willingness to take	V= 89 - 80	
responsibility for these	decisions.	G= 79 - 70	
Comments		I= 69 - 60	
		U= Below 60	
		Dainta	

B. Intera	ctive Skills	
Comments	Interpersonal relationships: Willingness and demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates, or outside contacts.	O= 100 - 90 V= 89 - 80 G= 79 - 70 I= 69 - 60 U= Below 60
		Points
Comments	2. Communication: Effectiveness of expression in individual, and group situations. Ability to convey ideas clearly, and concisely.	O= 100 - 90 V= 89 - 80 G= 79 - 70 I= 69 - 60 U= Below 60
		Points
C. Adminis	trative Skills	
	 Coordination: Ability to work with others, as a team, and express individual viewpoints while considering, and learning from the input of others. 	O= 100 - 90 V= 89 - 80 G= 79 - 70 I= 69 - 60
Comments		U= Below 60 Points
Comments	2. Planning, and Organization: Establishes appropriate course of action for self, and subordinates to accomplish goals; makes proper assignments of human resources, and appropriate use of resources.	O= 100 - 90 V= 89 - 80 G= 79 - 70 I= 69 - 60 U= Below 60
		Points

	3. Adherence to Policies, and Procedures: Properly interprets, and		
	applies company, division, and/ or department policies/ procedures to	O= 100 - 90	
	job responsibilities.	V= 89 - 80	
		G= 79 - 70	
		I= 69 - 60	
Comments		U= Below 60	
Comments		L O- Below 60	_
		Points	
	Orientation Toward Results: Ability to initiate projects, anticipate		
	changes, or needs, set new priorities, follow through, and meet deadlines.	O= 100 - 90	
		V= 89 - 80	
		G= 79 - 70	
		I= 69 - 60	
Comments		U= Below 60	
			_
		Points	
		Polits	
I. Performa	ance Expectations		
	List and comment on four major performance expectations you had for the emp	oloyee during the current reviev	v period. Specify
	how well the employee supported/ reached your expectations. Consider quality		
	and operating results.		•
	1. Performance Expectations:		
		O= 100 - 90	
		V= 89 - 80	
		G= 79 - 70	
		I= 69 - 60	
	Supervisors Comments:	U= Below 60	\dashv
	Supervisors comments.	0- BCIOW 00	_

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Points

	2. Performance Expectations:	
		O= 100 - 90
		V= 89 - 80
		G= 79 - 70
		I= 69 - 60
	Supervisors Comments:	U= Below 60
		_
		Points
	3. Performance Expectations:	
		O= 100 - 90
		V=89 - 80
		G= 79 - 70
		I= 69 - 60
	Supervisors Comments:	U= Below 60
	·	
		
		Points
	4. Performance Expectations:	
		O= 100 - 90
		V= 89 -80
		G= 79 - 70
		I= 69 - 60
	Supervisors Comments:	u= Below 60
		Points
III. Rate Ove	rall Performance	Folits
Total Points	S + Number of Factors Rated = Overall Rating	Outstanding 100-90
		Very Good 89- 80
		Good 79- 70
		Improvement Needed 69-60
		Unsatisfactory Below
IV. Major Stre	engths/ Optional	
	1	
	2	
	3	

V. Areas Needing Improvement	
1	
2	
3.	
VI. Training, and Development	
What training, or development activities should be considered during the next review per	iod ?
Date discussed with employee://	
Follow- up requested/ desired: Yes No Follow- up I	Date:/
Constitute de Circuture	
Supervisor's Signature:	////
Additional Employee Comments:	
Additional Employee comments.	
* If necessary, additional sheets may be attached.	
Employee's Signature:	Date: / /
Limpioyee 3 Signature.	///