

Performance review example

Employee Information:					
Name:		Emp#:		Title:	
Manager		Cost		Review	Dec-09
				Review To:	Dec-10
Performance Objectives: At the beginning of the review period, briefly list performance objectives and weights. At the time of mid-year and year-end review, assign a numeric rating (whole number) for each objective.					
Objectives	Metrics	Results	Numeric Rating	Weight	Total Wtd Ratings
Maintain overall running costs including: • Color printing engines = \$0.14 per copy	Product performance cost per copy			35%	0.00
Operate within the 2009 approved Service Budget.	Must be within 5% of operating budget			20%	0.00
Introduction of the new X series printers	15 placements per month			30%	0.00
Customer satisfaction: maintain service customer satisfaction index	Overall customer rating must average 4.5 out of 5			15%	0.00
Overall Rating for Objectives				100%	0.0

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Development planning: Employee and manager should select an area for development to address within the next year. The action plan should be documented below, highlighting development commitments (action and timelines) designed to improve current job performance.

Development Area	Action Plan	Timetable (Key milestones and deliverables)	Results
Development of spreadsheet skills	Attend a class and complete a project with a spreadsheet program	Course will be complete in first half of the year and the project will be completed during the second half	

Comments: Provide summary assessment in the comments section.

Employee	
Manager	

Review & Acknowledgement

Employee: _____

Date: _____

Manager: _____

Date: _____

Functional Vice President: _____

Date: _____

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