

[JOHN EMPLOYEE]
[POSITION]

Review Period //
From //
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Requirements/Attributes//

Primary responsibilities//

Secondary responsibilities//

Career path //

Instructions//

Evaluate performance by circling the appropriate response.

Enter comments as necessary.

Set goals for the next review period.

Rating //

1. Substandard — Needs constant supervision
2. Below average — Needs improvement
3. Average — Satisfactorily meets criteria
4. Above average — Exceeds criteria
5. Exemplary — Deserving of unusual recognition

General criteria//

Personality/demeanor:

Flexible and easy to get along with	1	2	3	4	5
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Relationship skills:

Cooperates and works well in teams	1	2	3	4	5
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Communication skills:

Listens, understands and expresses him/herself well	1	2	3	4	5
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Attendance and promptness:

Observes assigned work hours, is conscientious	1	2	3	4	5
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Initiative:

Works without close supervision, initiates action	1	2	3	4	5
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Organization and time-awareness:

Sets and observes own priorities for the best use of time	1	2	3	4	5
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Self-control:

Maintains composure and performs well under pressure	1	2	3	4	5
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Comments //

Employee's major strengths //

Area in need of most improvement //

Position specific criteria //

General criteria //

Proficiency:					
Understands craft, systems and processes	1	2	3	4	5
Project management:					
Organizes tasks and assignments	1	2	3	4	5
Attention to detail:					
Attentive to all aspects of assignments/workflow	1	2	3	4	5
Client interaction:					
Relates to client/supervisor needs, spoken and unspoken	1	2	3	4	5
Creativity:					
Seeks innovative solutions	1	2	3	4	5
Business skills:					
Understands and works to increase profitability	1	2	3	4	5

Recommendations for improvement //

Goals for next review period //

I have been shown this evaluation. My signature below does not necessarily imply agreement.

Agreed and approved [DESIGNER INC]	Date	Agreed and Approved [JOHN EMPLOYEE]	Date
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Scheduled date of next evaluation // _____