



EMPLOYEE REVIEW FORM

Employee Name:		Date:	
Social Security Number:		Location:	
Period of Review:		Review Type:	
Reviewer:		Reviewer's Title:	
<p align="center">Please score the employees performance on a scale of 1 to 5 where 1 is the best and 5 indicates needs improvement.</p>			
Topic of Review		Score	Comments
Knowledge <ul style="list-style-type: none"> ➤ Does the employee understand all phases of assigned duties? ➤ Does the employee have the knowledge to apply those skills necessary for performance in this position? 			
Quality <ul style="list-style-type: none"> ➤ Is the employee accurate and neat? ➤ Does the employee present creative or multiple solutions to a problem, rather than just presenting the problem? ➤ Does the employee correct errors? 			
Quantity <ul style="list-style-type: none"> ➤ Does the employee meet established workload standards? ➤ Does the employee demonstrate good time management skills? 			
Organizational Skills <ul style="list-style-type: none"> ➤ Is the employee able to arrange multiple tasks simultaneously? ➤ Does the employee set priorities based on the requirements of the project? 			
Initiative <ul style="list-style-type: none"> ➤ Is the employee willing to accept responsibility? ➤ Does the employee complete tasks with little supervision? ➤ Does the employee assist others as time allows? ➤ Does the employee seek new and better ways of doing tasks? 			
Dependability <ul style="list-style-type: none"> ➤ Does the employee complete all assigned work on time? ➤ Is the employee willing to change plans/set priorities in order to meet deadlines? ➤ Is closer review of work necessary during periods of pressure? 			
Judgment <ul style="list-style-type: none"> ➤ Does the employee think logically and quickly in normal situations? ➤ Does the employee think logically and quickly under pressure? ➤ Has the employee exercised good judgment in this position? 			
Internal/External Relationships <ul style="list-style-type: none"> ➤ Does the employee promote a positive public image for this company? ➤ Does the employee have acceptable relationships with coworkers? ➤ If applicable, is the employee able to coordinate projects with members of various other departments? 			

Continued on page 2.

**Action Plan**

- What are some of the key things on which the employee will be focusing in the coming year?

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- List out at least three goals that you have for the employee for the coming year. These can be project or skills related and can be done in collaboration with the employee.

1.	
2.	
3.	

- Are there areas in which the employee can gain new skills or refine old ones?
If so, what are the development plans for doing this?

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- Other:

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Employee Comments:

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I have seen and reviewed the appraisal. All items covered have been discussed fully with me. I have been encouraged to make comments. I realize that my signature does not imply that I am in agreement with the appraisal.

Employee's Signature:

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Reviewer's Signature:

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