

## EMPLOYEE PERFORMANCE REVIEW INSTRUCTIONS AND FORM

The Employee Performance Review process involves 5 steps:

<b>Step 1:</b>	No later than 7 days before the scheduled review, the Manager gives the <b>Employee Action Plan Form</b> to the Employee. The Employee works on his or her goals for the coming year and brings the completed form to the scheduled performance review meeting.
<b>Step 2:</b>	The Manager completes the <b>Employee Performance Review Form</b> prior to the review meeting and brings a blank <b>Employee Action Plan Form</b> to the meeting.
<b>Step 3:</b>	The Manager and Employee meet to discuss the <b>Employee Performance Review Form</b> and the <b>Employee's Action Plan Form</b> . They agree on goals for the coming review period. If desired, the Employee adds comments in <b>Part III: Comments</b> area of the review form.
<b>Step 4:</b>	Both sign the review form and action plan.
<b>Step 5:</b>	The Employee receives a copy of the <b>Employee Performance Review Form</b> and the signed <b>Employee Action Plan Form</b> . The originals are filed in the employee's personnel file.

## PERFORMANCE REVIEW FORM

Employee Name:		Hire Date:	
Job Title:		Department:	
Location:		Review Date:	
Reviewer:		Date of Next Review:	

**Purpose of Review:**     Initial Evaluation Period     Unscheduled Review: Disciplinary  
 Promotion     Annual Review

### Part I: JOB DUTIES

	Performance Needs Improvement (1)	Meets Performance Requirements (2)	Exceeds Performance Requirements (3)
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			

Comments:			
Comments:			
Comments:			

**Column Totals:**

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**JOB DUTIES TOTAL SCORE:** \_\_\_\_\_

**Part II: EMPLOYEE RESPONSIBILITIES**

All employees are reviewed according to these important requirements. Regardless of position or department, each employee is responsible for working to these standards. These are part of all employees' job descriptions.

**RESPONSIBILITY**

	Performance Needs Improvement (1)	Meets Performance Requirements (2)	Exceeds Performance Requirements (3)
<b>Meets work quantity and production standards.</b>  Comments:			
<b>Checks own work accurately and maintains quality.</b>  Comments:			
<b>Observes safety, housekeeping, and equipment care standards.</b>  Comments:			
<b>Uses work time well and respects the working time of others</b>  Comments:			

	Performance Needs Improvement (1)	Meets Performance Requirements (2)	Exceeds Performance Requirements (3)
<b>Follows company policies and standards of conduct.</b>  Comments:			
<b>Is willing to work for and with others in a team effort.</b>  Comments:			
<b>Supports supervisor's priorities.</b>  Comments:			
<b>Follows instructions accurately</b>  Comments:			
<b>Able and willing to learn new duties and take on new responsibilities.</b>  Comments:			
<b>Looks for ways to improve work.</b>  Comments:			
<b>Maintains a good attendance record.</b> Days absent: _____ Tardiness/leave early: _____  Comments:			

<b>Column Totals:</b>			
<b>EMPLOYEE RESPONSIBILITIES TOTAL SCORE</b>			

**Part III: COMMENTS**

<b>JOB DUTIES AVERAGE SCORE:</b>	
<b>EMPLOYEE RESPONSIBILITIES AVERAGE SCORE:</b>	

Employee's Comments:

Manager's Comments:

**I acknowledge that my supervisor has discussed this performance review with me.**

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

## EMPLOYEE ACTION PLAN FORM

Employee Name:	Hire Date:
Job Title:	Review Date:
Department:	

### ACTION PLAN

What are employee job strengths?

During the next year, what can employee do to improve strengths?

In what areas does employee plan to improve?

What kinds of training would improve employee job skills?

List 3 work goals for the coming year:

1.

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2.

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3.

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What are the action steps and timelines for goal achievement? (Include assistance needed from supervisor)

*(Use another sheet of paper if necessary)*

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**Employee Signature:**

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**Date**

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**Supervisor Signature**

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**Date**