

Employee Review Report

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| Name | Department |
| Job Title | Review Period |

Instructions: Complete this form during regular employee reviews (quarterly or semi-annual). Go over each point with the employee. Make suggestions for future improvement where necessary. Give the employee a copy of the report. Retain the original in the employee's file for future reference.

Evaluation Codes: Use these codes to determine the employee's performance in each of the review areas.
U = Unsatisfactory, F = Fair, S = Satisfactory, G = Good, E = Excellent, N = Not Reviewed or Not Applicable.
 Place an X in each column under the appropriate rating.

| REVIEW AREA | N | U | F | S | G | E | Comments |
|---|---|---|---|---|---|---|----------|
| 1. <u>Job Understanding</u> . Does the employee know how to do the job completely and correctly? | | | | | | | |
| 2. <u>Job Skills</u> . Does the employee possess the skills necessary to accomplish the job? | | | | | | | |
| 3. <u>Growth</u> . Is the employee progressing in overall ability and professionalism? | | | | | | | |
| 4. <u>Performance</u> . How accurate, complete, and timely is the employee's work? | | | | | | | |
| 5. <u>Productivity</u> . How does output compare with what is expected in this position? | | | | | | | |
| 6. <u>Dependability</u> . Is the employee punctual? Can the employee be counted on to get the job done? | | | | | | | |
| 7. <u>Leadership</u> . Does the employee demonstrate leadership in the department and in the company? | | | | | | | |
| 8. <u>Attitude</u> . Does the employee demonstrate a positive attitude and enthusiasm for the job? | | | | | | | |
| 9. <u>Cooperation</u> . Does the employee work well with co-workers supervisors, and subordinates? | | | | | | | |

Other Comments:

| | |
|---------------------|----------------------|
| Date of Review: | Reviewed by: |
| Employee Signature: | Reviewer's Signature |