

Employee Review Report

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