

EMPLOYEE PERFORMANCE REVIEW

Employee: _____

Position/Job/Title: _____

For the Period from: _____ to: _____

Date of Completion: _____ to: _____

SECTION I: (This section is to be prepared by both administrator and evaluator prior to the evaluation session and finalized during that session.)

List below satisfactory accomplishments of the employee during the current review period:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SECTION II: (This section is to be completed by both the administrator and the evaluator prior to the evaluation session and finalized at that session.)

Part I - List the work objectives you believe the employee should accomplish by the next review period (estimated _____ months):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SECTION III:

Indicate the level of competency or proficiency the administrator has achieved in each of the following areas and comment briefly on the performance of the employee relating to these skills. (You may add other skills that are not listed here.)

Ratings Scale:

4 = **Outstanding:** reserved for a select few who are consistently and uniformly excellent in their level of performance.

3 = **Commendable:** for those who often exceed reasonable goals and objectives. They regularly exceed, sometimes far above, sometimes slightly above, established work standards.

2 = **Satisfactory:** for those who normally fulfill the work requirements and who are able to establish and meet reasonable goals, even though they sometimes may fall short.

1 = **Marginal:** for those who need significant improvement; who sometimes fail to fulfill the work requirements and who lack consistency in performance.

0 = **Unsatisfactory:** for those who consistently fail to measure up to the requirement of this skill area.

Circle One

1.	Job Knowledge	0	1	2	3	4
2.	Verbal Communication	0	1	2	3	4
3.	Written Communication	0	1	2	3	4
4.	Planning	0	1	2	3	4
5.	Problem Solving	0	1	2	3	4
6.	Time Management	0	1	2	3	4
7.	Responsiveness	0	1	2	3	4
8.	Personnel Management Skills	0	1	2	3	4
9.	Financial Management	0	1	2	3	4
10.	Team Cooperation	0	1	2	3	4
11.	Delegation	0	1	2	3	4
12.	Leadership	0	1	2	3	4
13.	Initiative and Creativity	0	1	2	3	4

