

IWORK4HIM PERFORMANCE REVIEW

DATE:

EMPLOYEE: _____

APPRAISAL PERIOD: _____
Beginning - Ending

DATE OF EMPLOYMENT: _____

MANAGER: _____

ANNUAL REVIEW: 90 DAY REVIEW:

EMPLOYEE SELF EVALUATION

The value of this review depends upon your honesty and sound judgment. The rating should be made with great care and fairness in the interests of your performance and the company's expectations. Think carefully of your work abilities and make honest judgments of the qualities of your performance. Base your judgment on the entire period covered and your ratings on accepted standards for that type of work. Rate yourself in each section, checking the "E" (employee) box. Rankings go from 1 (Unsatisfactory) to 5 (Outstanding).

MANAGER EVALUATION

The value of this review depends on the manager making the rating with impartiality and sound judgment. The rating should be made with great care and fairness in the interests of the employee and the company. Think carefully of the employee's work and make an honest judgment of the qualities of the employee. Base your judgment on the entire period covered and not upon isolated incidents alone and your ratings on accepted standards for that type of work. Rate the employee in each section, checking the "M" (manager) box. Rankings go from 1 (Unsatisfactory) to 5 (Outstanding).

1. **QUANTITY OF WORK.** Consider the quantity of work turned out and the promptness with which it is completed.

1	2	3	4	5
Unsatisfactory	Below average	Average	Above average	Outstanding
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
E M	E M	E M	E M	E M
<i>Seldom completes an acceptable amount of work. Generally slow. Wastes time. Productivity inadequate.</i>	<i>Productivity below average. Does just enough to get by. Needs to work more rapidly and efficiently.</i>	<i>Usually produces an average volume of work. Works steadily.</i>	<i>Produces a high quantity of work. Is a thorough and careful worker. Seldom slacks off.</i>	<i>Consistently high production. Works with speed and accuracy. Demonstrates excellence.</i>

EMPLOYEE COMMENTS: _____

MANAGER COMMENTS: _____

2. **QUALITY OF WORK.** Consider the ability and accuracy of produced acceptable work which meets Company standards.

1
Unsatisfactory

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Makes excessive and repetitive mistakes. Cannot be given work requiring accuracy.

2
Below average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Work often needs excessive inspection. Takes more effort to complete than it should.

3
Average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Quality is above minimum standards.

4
Above average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Seldom makes errors. Produces good work that is accurate.

5
Outstanding

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Errors are very few. Produces excellent work.

EMPLOYEE COMMENTS: _____

MANAGER COMMENTS: _____

3. **KNOWLEDGE OF JOB.** Consider basic knowledge of the present job, other work closely related to it, and the equipment necessary to do it.

1
Unsatisfactory

<input type="checkbox"/>	<input type="checkbox"/>
E	M

After sufficient instructions has inadequate knowledge of job & procedures. Fails to grasp anything but most elementary concepts of job.

2
Below average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Work not accurate at times. Sometimes slow to grasp details required. Has acquired limited knowledge of job.

3
Average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Good knowledge of job and procedures. Needs normal amount of instructions. Has working knowledge of job.

4
Above average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Thorough knowledge of job and procedures. Has good understanding of both job and details required. Well informed.

5
Outstanding

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Thoroughly knows and follows correct procedures. Has comprehensive understanding of job. Excellent grasp of detail. Teaches others.

EMPLOYEE COMMENTS: _____

MANAGER COMMENTS: _____

4. **DEPENDABILITY.** Consider amount of supervision required, punctuality and attendance.

1
Unsatisfactory

E M

Requires constant supervision. Lacks follow through. Cannot be depended upon. Absent often or frequently tardy.

2
Below average

E M

Requires more than normal supervision. Lacks initiative, is easily distracted. Absent or tardy more often than acceptable

3
Average

E M

Works steadily and requires only normal supervision. Follows instructions well. Usually on time; only absent when necessary.

4
Above average

E M

Works steadily with minimum amount of supervision. Follows instructions and shows initiative. Has very good attendance record, rarely absent or tardy.

5
Outstanding

E M

Is a resourceful self-starter who requires little/no supervision. Follows instructions. Excellent attendance and punctuality. Can be relied on to pour into others.

EMPLOYEE COMMENTS: _____

MANAGER COMMENTS: _____

5. **WORKING RELATIONS.** Consider willingness to work with and help others, ability to accept constructive criticism, attitude, and cooperativeness with fellow employees and supervisors.

1
Unsatisfactory

E M

Does not cooperate. Resents supervision. Gets along poorly with other workers.

2
Below average

E M

Lacks interest in assignments. Shows reluctance to cooperate with supervisor or other workers.

3
Average

E M

Assumes share of work. Usually good team worker. Cooperates with other workers.

4
Above average

E M

Is responsive to assignments and cooperates well. Always ready to do his/her share willingly.

5
Outstanding

E M

Tactful and courteous. Very effective in dealing with co-workers. Does full share in department. Loyal worker. Loved by others.

EMPLOYEE COMMENTS: _____

MANAGER COMMENTS: _____

6. **PERFORMANCE RELATED STRENGTHS.** _____

7. **DEVELOPMENT PLAN.** _____

8. **OVERALL PERFORMANCE RATING.** Consider willingness to work with and help others, accept constructive criticism, attitude, and cooperativeness with fellow employees and supervisors.

1
Unsatisfactory

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Represents an unsatisfactory level of performance.

2
Below average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Represents the minimum level of performance.

3
Average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Represents the level of performance expected from most of our experienced employees.

4
Above average

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Represents upper 25% of performance and generally indicates a high level of achievement.

5
Outstanding

<input type="checkbox"/>	<input type="checkbox"/>
E	M

Represents the top 10% of all employees in overall performance.

MANAGER COMMENTS ON OVERALL PERFORMANCE REVIEW. _____

EMPLOYEE COMMENTS: _____

SIGNATURES

Employee Signature

Date

Manager Signature

Date