



Employee

Name: _____ Date: _____

Review type: _____ Position: _____

Evaluation Area Comments and Rating

Quantity of Work

(Consider the quantity of work turned out and the promptness with which it is completed)

Rating on a scale of 1-10 _____

Quality of Work

(Consider the ability and accuracy of work produced, meeting company standards, neatness)

Rating on a scale of 1-10 _____

Knowledge of Job

(Consider basic knowledge of present job and equipment necessary to do the job)

Rating on a scale of 1-10 _____

Dependability

(Consider amount of supervision required, punctuality and attendance)

Rating on a scale of 1-10 _____

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all related materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Guard program does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.



Teamwork

(Consider willingness and cooperativeness with co-workers and supervisors, ability to accept constructive criticism)

Rating on a scale of 1-10 _____

Adherence to Policy

(Consider adherence to policies and procedures)

Rating on a scale of 1-10 _____

Attitude

(Consider the demeanor used in dealings with customers, co-workers and supervisors)

Rating on a scale of 1-10 _____

Initiative

(Consider the degree to which an employee searches out new tasks and expands abilities professionally and personally)

Rating on a scale of 1-10 _____



Recommendations for improvement/career development

Additional Comments

Overall rating on a scale of 1-10 _____

Follow up requested ____yes____no Follow up date_____

Additional Details:

Attendance: _____

Disciplinary Status: _____

Information Provided By: _____ Date_____

Manager signature:_____ Date_____

Employee signature:_____ Date_____