

Employee's Name \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Position Title: \_\_\_\_\_

Purpose: Probationary \_\_\_\_\_  
Regular \_\_\_\_\_  
Employee Request \_\_\_\_\_

Period Under Review: \_\_\_\_\_

**PERFORMANCE RATINGS** - In relation to skills and knowledge required in the position.

Consider the employee performance during the review period. Compare with the performance statements on the right. Write the number for each key performance area which you feel indicates the employee's demonstrated performance. Provide comments/examples to support your ratings.

- 1. **POOR** - frequently below standards
- 2. **FAIR** - usually meets, other times is below standards
- 3. **SATISFACTORY** - consistently meets standards
- 4. **GOOD** - consistently meets and at times exceeds standards
- 5. **EXCELLENT** - consistently exceeds standards

**JOB KNOWLEDGE** - Possessed technical skills to do the job.  
Comments/Examples

Rating \_\_\_\_

**QUALITY OF WORK** - Carries out work which is accurate and thorough.  
Comments/Examples

Rating \_\_\_\_

**QUANTITY OF WORK** - Uses time efficiently in carrying out duties; meets schedules.  
Comments/Examples

Rating \_\_\_\_

**COMMUNICATION SKILLS** - Conveys and receives information clearly and concisely.  
Comments/Examples

Rating \_\_\_\_

**INTERPERSONAL SKILLS** - Establishes and maintains effective working relationships with others (internal and external contacts).

Comments/Examples

Rating \_\_\_\_

**PLANNING AND ORGANIZATION** - Establishes priorities and organizes time and work to achieve targets.

Comments/Examples

Rating \_\_\_\_

**JUDGEMENT** - Identifies and deals with relevant problems to analyze all factors involved in a decision and reaches sound conclusions.

Comments/Examples

Rating \_\_\_\_

**ATTENDANCE AND PUNCTUALITY**

Comments/Examples

Rating \_\_\_\_

**INITIATIVE** - Carries out duties with a minimum of direction; perceives what needs to be done and does it.

Comments/Examples

Rating \_\_\_\_

**INNOVATION** - Perceives and implements improvements in the way in which duties are carried out.

Comments/Examples

Rating \_\_\_\_

**ATTITUDE** - Brings a positive approach to the job and works as a strong team member. Respects other employees and maintains confidentiality within the system.

Comments/Examples

Rating \_\_\_\_

**DEPENDABILITY** - Does what is expected without reminders.  
Comments/Examples

Rating \_\_\_\_

**RESPONSIBILITY** - Demonstrates enthusiasm and pride in work.  
Comments/Examples

Rating \_\_\_\_

**SUMMARY**  
**OVERALL PERFORMANCE RATING**  
Comments

Rating \_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of Employee - This acknowledges that I have been given the opportunity to read and discuss this report and attach any comments should I wish.  
Comments

Signature of Employee: \_\_\_\_\_