

## Employee Check-Up - Performance Review



Today's Date:

Completed by: \_\_\_\_\_  
Supervisor's Name Supervisor's Title

Review type: Check-up/Annual/Probationary/Follow up

Review Period:

**Job Responsibilities** (Please briefly describe)

Rate the areas below based on the following rating scale:

- Outstanding - Performance consistently far exceeds job requirements.
- Exceeds Expectations - Performance consistently meets and frequently exceeds job requirements.
- Successful - Performance fully meets job requirements.
- Needs Improvement - Performance meets some, but not all, job requirements.
- Unsatisfactory - Performance is below job requirements.

Attendance and Punctuality:

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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Dependability (Consider amount of supervision required)

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

Adherence to Policy (Consider adherence to policies and procedures)

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

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

- Outstanding
- Exceeds Expectations
- Successful
- Needs Improvement
- Unsatisfactory

Comments

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