

PERFORMANCE REVIEW

Date _____

Review Period _____/_____/_____ to _____/_____/_____

Employee/Volunteer _____

Employee/Volunteer ID _____

Department _____

Location _____

Supervisor _____

Adaptability — Ability and willingness to do different functions or tasks

Care of Equipment — Takes care of organization property

Creativity — Innovative; provides ideas; positive problem solving

Customer Relations — Positive impact or impression with customers

Initiative — Self starter; addresses issues without coaching

Judgment — Thinks through issues; makes good choices and decisions

Leadership — Ability to lead others in a positive manner

Quality of Work — Applies job knowledge; accurate and reliable work product

Quantity of Work — Volume of work produced

Reported Wrongdoing — Reported an illegal or improper activity

Responsibility — Ability to effectively manage multiple issues or things with little supervision; reliable

Safety — Takes precautions to prevent injury to self or others

Teamwork — Works well with others toward common goals

Other _____

Adaptability

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Care of Equipment

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Creativity

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Customer Relations

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Initiative

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Judgment

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Leadership

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Quality of Work

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Quantity of Work

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Reported Wrongdoing

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Responsibility

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Safety

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Teamwork

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Other

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Comments for Improvement

Employee Comments

I acknowledge conducting this review

Reviewer_____
Date

I, the undersigned employee/volunteer, acknowledge receiving this Performance Review

Name_____
Date**Internal Use**Eligible for Raise/Bonus? Yes or No Raise/Bonus Amount __________
Personnel Director_____
Date