

EMPLOYEE REVIEW FORM



NAME:	DEPARTMENT:
JOB TITLE:	REVIEW PERIOD:

INSTRUCTIONS

Complete this form during regular employee reviews. Go over each point with the employee. Make suggestions for future improvement where necessary. Give the employee a copy of this report and retain the original in the employee's file for reference during subsequent reviews. Future reviews should build on the

Evaluation Codes: Use these codes to determine the employee's performance in each of the review areas.
N/A = NOT APPLICABLE U = UNSATISFACTORY F = FAIR S = SATISFACTORY G = GOOD E = EXCELLENT

REVIEW AREA	N/A	U	F	S	G	E	COMMENTS
1. JOB UNDERSTANDING: Does the employee know how to do the job completely and correctly?							
2. JOB SKILLS: Does the employee possess the skills necessary to accomplish the job?							
3. GROWTH: Is the employee progressing in overall ability and professionalism?							
4. PERFORMANCE: How accurate, timely and complete is the employees work?							
5. PRODUCTIVITY: How does the output compare with what is expected in this position?							
6. DEPENDABILITY: Is the employee punctual? Can the employee be counted on to get the job done?							
7. LEADERSHIP: Does the employee dempnstrate leadership in the department? Respected by peers?							
8. ATTITUDE: Does the employee demonstrate a positive attitude and enthusiam for the job?							
9. COOPERATION: Does the employee work well with co-workers, supervisors, and subordinates?							

OTHER COMMENTS:

DATE OF REVIEW:	REVIEWED BY:
EMPLOYEE SIGNATURE	REVIEWER SIGNATURE