

Employee Review Report

| Name | | Department | | | | | |
|--|---|---------------|---|-----------------------|---|---|----------|
| Job Title | | Review Period | | | | | |
| <p><i>Instructions: Complete this form during regular employee reviews (quarterly or semi-annual). Go over each point with the employee. Offer suggestions for future improvement where necessary. Give the employee a copy of the report. Retain the original in the employee's file for future reference.</i></p> | | | | | | | |
| <p>Evaluation Codes: Use these codes to determine the employee's performance in each of the review areas. U = Unsatisfactory, F = Fair, S = Satisfactory, G = Good, E = Excellent, N = Not Reviewed or Not Applicable. Place an X in each column under the appropriate rating.</p> | | | | | | | |
| REVIEW AREA | N | 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, complete, and timely is the employee's work? | | | | | | | |
| 5. Productivity. How does 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 demonstrate leadership in the department and in the company? | | | | | | | |
| 8. Attitude. Does the employee demonstrate a positive attitude and enthusiasm for the job? | | | | | | | |
| 9. Cooperation. Does the employee work well with coworkers, supervisors, and subordinates? | | | | | | | |
| Other Comments: | | | | | | | |
| Date of Review: | | | | Reviewed by: | | | |
| Employee Signature: | | | | Reviewer's Signature: | | | |