



## Employee Performance Review

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_

Original date of hire: \_\_\_\_\_

Supervisor: \_\_\_\_\_

List employee's strengths (refer to list, below, for suggestions):

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Significant accomplishments or improvements by employee over the past year:

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Improvement opportunities for employee (refer to list, below, for suggestions):

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Development areas for the next 12 months:

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Continuing education opportunities:

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Strengths and Opportunities:

Career development depends on identifying and explaining areas of both current strengths and improvement opportunities. Some possible topics are listed below. Also discuss others that seem appropriate.

|  | <b>Current Strength</b>  | <b>Improvement Opportunity</b> |
|--|--------------------------|--------------------------------|
| Positive attitude towards career             | <input type="checkbox"/> | <input type="checkbox"/>       |
| Productivity and work efficiency             | <input type="checkbox"/> | <input type="checkbox"/>       |
| Time Management                              | <input type="checkbox"/> | <input type="checkbox"/>       |
| Relationships with others                    | <input type="checkbox"/> | <input type="checkbox"/>       |
| Clients                                      | <input type="checkbox"/> | <input type="checkbox"/>       |
| Upper Management                             | <input type="checkbox"/> | <input type="checkbox"/>       |
| Peers  | <input type="checkbox"/> | <input type="checkbox"/>       |
| Subordinates                                 | <input type="checkbox"/> | <input type="checkbox"/>       |
| Maturity and tact                            | <input type="checkbox"/> | <input type="checkbox"/>       |
| “Working smart” vs. “working hard”           | <input type="checkbox"/> | <input type="checkbox"/>       |
| Getting help when needed                     | <input type="checkbox"/> | <input type="checkbox"/>       |
| Taking responsibility and initiative         | <input type="checkbox"/> | <input type="checkbox"/>       |
| Getting and using information                | <input type="checkbox"/> | <input type="checkbox"/>       |
| Being responsible for own career development | <input type="checkbox"/> | <input type="checkbox"/>       |
| Technical ability                            | <input type="checkbox"/> | <input type="checkbox"/>       |
| Leadership ability                           | <input type="checkbox"/> | <input type="checkbox"/>       |
| Role performance                             | <input type="checkbox"/> | <input type="checkbox"/>       |
| Flexibility                                  | <input type="checkbox"/> | <input type="checkbox"/>       |
| Communication                                | <input type="checkbox"/> | <input type="checkbox"/>       |

Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rating of overall performance during the past \_\_\_\_\_ review period:

- Marginal, continuance in position questionable
- Mostly adequate, some areas need improvement
- Meets all job requirements, continued improvement desirable
- Exceeds position requirements
- Now ready for additional responsibilities

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Signatures (sign only if form has been filled out completely):

Direct Supervisor: \_\_\_\_\_

President: \_\_\_\_\_

Date review interview conducted: \_\_\_\_\_

Employee: \_\_\_\_\_

Note to employee: Your signature does not mean you necessarily agree with everything stated on the form, only that you have seen the completed form. You may submit a response to the review which will be placed in your personnel file.

Note to supervisor: Give copy of signed review to individual; keep original for individual's personnel file.