

# Performance Review

**Confidential**

Employee Name:		Job Title:		Staff Number:
Date of birth:	Department Number:	Location:	Salary Grade:	
Position Start Date:	Hire Date:	Performance Review Period from:                      to		

**Performance Levels**

Rating	Performance	Description
1	Outstanding	Far exceeds all expectations/requirements. Performance exceptional. Has significant impact on organization's performance.
2	Excellent	Consistently exceeds expectations and plays an important role in the organization's success.
3	Above Average	Frequently exceeds expectations and demonstrates ability to surpass standards.
4	Fully Competent	Consistently attains and periodically exceeds expected results.
5	Development Needed	Requires development to reach a level that is expected of a fully competent employee. May be new to the job.
6	Unsatisfactory	Performance does not meet minimum expectations and requirements. Improvement is essential; corrective action required.

**Key Personal Competencies**

	Outstanding	Excellent	Above Average	Fully Competent	Development Needed	Unsatisfactory
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**Quality of Work**

Accuracy, thoroughness, quality of end results, commitment to quality improvement and problem prevention. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

**Quantity/Timeliness of Work**

The amount of work accomplished and the extent to which commitments are met on schedule. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

**Job Knowledge**

Level of expertise in job or career field and the extent this expertise is used effectively. The extent to which new information and skills are applied. Understanding of work responsibilities and job tasks, as well as judgment exercised. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

**Initiative**

Ability and willingness to work with little direction and to anticipate and meet organizational needs. Willingness and persistence in seeking solutions to problems both within and beyond area of direct responsibility. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

**Attitude/Effective Relationships**

Attitude toward internal and external customers, associates and company policies. Willingness to accept change and new responsibilities. Observes Company principles of business ethics and conduct. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

**Safety and security**

Whether employee supports and complies with safety and security requirements. 
 Acceptable    Unacceptable  
                     

*Comments:*

**Leadership effectiveness**

(Complete for Managers/ Supervisors)

1. *Leadership skills* - Extent to which employee sets high standards and delivers results. Extent to which employee recognizes merit, fosters development of a skilled workforce, creates a shared vision, and designs meaningful, challenging assignments. 
 Outstanding     Excellent     Above Average     Fully Competent     Development Needed     Unsatisfactory

*Comments:*

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**Key Personal Competencies (continued)**

	Outstanding	Excellent	Above Average	Fully Competent	Development Needed	Unsatisfactory
<b>Leadership effectiveness (continued)</b>						
2. <i>Business Ethics and Conduct</i> - Extent to which the employee promotes the adherence to the Company Ethics Compliance Program.	Acceptable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>				
<i>Comments:</i>						
3. <i>Equal Employment Opportunity (EEO)</i> - Evaluation of employee's efforts and results supporting and implementing EEO policy through recruitment, development, promotion and retention of a diverse workforce, which is inclusive of qualified woman, minorities, and individuals with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						

**Comments Section**

Highlights of job Responsibilities, Objectives and Accomplishments

Employee Strengths

How can Employee's Performance be improved

Goals and Challenges for next period

Summary Comments

	Outstanding	Excellent	Above Average	Fully Competent	Development Needed	Unsatisfactory
<b>Overall Performance Rating</b>						
Consider key personal competencies, leadership effectiveness (if applicable), accomplishments, strengths and improvement opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Supervisor</b> Signature Name: Date:	<b>Manager</b> Signature Name: Date:
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**Employee's Comments**

**Employee's Signature** Date: