PERFORMANCE REVIEW

NAME _____ CLASS _____

SS # _____ REVIEW TYPE/DATE _____

RATING _____ COMPENSATION AMT. _____

	EXCELLENT	ABOVE AVERAGE	AVERAGE	NEEDS DEVELOP.	UNSATISFACTORY
1. Attendance					
2. Punctuality					
3. Job Knowledge					
4. Courtesy towards outside contacts					
5. Working relationship with others					
6. Interest in work					
7. Keeping management informed					
8. Initiative					
9. Follow up					
10. Following Directions					
11. Organizational Skills					
12. Adaptability to new situations					
13. Appearance and grooming					
14. Quality of work					
15. Quantity of work					
TOTAL					

Comment on above performance ratings and recommend development plan:

_____

_____

_____

_____

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_____

APPROVED BY: _____ DATE: _____

PREPARED & INTERVIEWED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____