PERFORMANCE REVIEW

[Company Name]

EMPLOYEE	DATE		COMPLETED BY	
INSTRUCTIONS				
Please provide writte indicated). Use speci	n comments for each	category and provided could be compared to control of the country and provided to the country and the country	nployee for his/her performer to the rankings for certain can assist the employee in until the control of the c	ategories (as
JOB ACCOMPLISHMEN	TS			
		during this rovious n	oriod Provide an everal	rating for the
period.]	job accomplishments	during this review p	eriod. Provide an overal	rading for the
[] 1 –Unsatisfactory	[] 2 –Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 –Outstanding
CERENCEUS				
STRENGTHS				
List the key strength	ns that the employee	exhibited during the	review period.]	
AREAS FOR DEVELOPM	ENT			
	nat the employee shou	ıld improve and/or (develon 1	
List the key areas ti	ide the employee shot	and improve ana/or t	icvelop.]	
COMMUNICATION SKI	LLS			
[Describe the strengtreview period.]	ths and weaknesses o	f the employee's co	mmunication skills. Provi	de a rating for the
[] 1 –Unsatisfactory	[] 2 –Satisfactory	[] 3 –Average	[] 4 —Above average	[] 5 —Outstanding

	LS			
	ths and weaknesses o e a rating for the revi		erpersonal communicati	on and team
[] 1 –Unsatisfactory	[] 2 –Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 –Outstanding
ENTHUSIASM				
	the employee about t	he position? Provide	a description and a rati	ng.]
[] 1 –Unsatisfactory	[] 2 —Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 –Outstanding
TIME MANAGEMENT				
	seem to manage his o	or her time well? Pro	vide a description and a	rating.]
[] 1 –Unsatisfactory	[] 2 –Satisfactory		[] 4 –Above average	[] 5 -Outstanding
,	,			
FRACK RECORD				
Describe and rate th	ne employee's degree	of success in meeting	g predetermined goals.]
[] 1 –Unsatisfactory	[] 2 –Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 —Outstanding
[] 1 –Unsatisfactory	[] 2 –Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 —Outstanding
,	[] 2 –Satisfactory	[] 3 –Average	[] 4 –Above average	[] 5 —Outstanding
CUSTOMER MINDSET			[] 4 –Above average	
CUSTOMER MINDSET [Describe and rate th	ne level of customer-o	riented thinking that	the employee displays.]
CUSTOMER MINDSET				
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory	ne level of customer-o	riented thinking that	the employee displays.]
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory	ne level of customer-o	riented thinking that	the employee displays.]
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory DOB KNOWLEDGE [Describe the level of	ne level of customer-o [] 2 –Satisfactory f knowledge that the	riented thinking that	the employee displays.] 5 –Outstanding
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory DOB KNOWLEDGE [Describe the level of	ne level of customer-o [] 2 –Satisfactory f knowledge that the	riented thinking that	the employee displays.] 5 –Outstanding
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory JOB KNOWLEDGE [Describe the level of in general. Rate his/h	ne level of customer-o [] 2 –Satisfactory f knowledge that the oner job knowledge.]	riented thinking that [] 3 –Average employee has about	the employee displays. [] 4 –Above average his/her job in particular] 5 —Outstanding and the company
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory DOB KNOWLEDGE [Describe the level of in general. Rate his/h [] 1-Unsatisfactory	ne level of customer-o [] 2 –Satisfactory f knowledge that the oner job knowledge.]	riented thinking that [] 3 –Average employee has about	the employee displays. [] 4 –Above average his/her job in particular] 5 —Outstanding and the company
[Describe and rate the state of	ne level of customer-o [] 2–Satisfactory f knowledge that the oner job knowledge.] [] 2–Satisfactory	riented thinking that [] 3 –Average employee has about [] 3 –Average	the employee displays. [] 4 –Above average his/her job in particular [] 4 –Above average] 5 –Outstanding and the company
CUSTOMER MINDSET [Describe and rate th [] 1-Unsatisfactory DOB KNOWLEDGE [Describe the level of in general. Rate his/h [] 1-Unsatisfactory	ne level of customer-o [] 2–Satisfactory f knowledge that the oner job knowledge.] [] 2–Satisfactory	riented thinking that [] 3 –Average employee has about [] 3 –Average	the employee displays. [] 4 –Above average his/her job in particular] 5 –Outstanding and the company

	[] 3 –Average	[] 4 –Above average	[] 5 —Outstanding
AGREED UPON ACTIONS ACTION		ву wном	DUE DATE
OTHER COMMENTS			
Accepted and agreed to by:			
		1anager's Name]	
[Employee's Name]	1]		
[Employee's Name] [Date]		Date]	