

# Performance Review Form

## Part-Time Employee

Name:  
 Job Title:  
 Department:  
 Manager/Supervisor:

Step	Rate
1	<b>Specific Behaviors</b>
	Using the scale provided below, please rate the employee on each behavior within each category.
3	Almost always displays behavior that exceeds required standards for position.
2	Usually displays behavior required for this position.
1	Rarely or never displays behavior required for this position.
0	The behavior is not required in this position.

Job Knowledge & Skills	
<b>Rating</b>	
	Displays competence in job related skills and knowledge
	Exhibits ability to learn and apply new skills
	Keeps skills current with industry/field standards
	Displays understanding of how job relates to other positions
	Uses available resources effectively
<b>Category Rating (type letter)</b>	

Communicates Effectively	
<b>Rating</b>	
	Exhibits good listening and comprehension skills
	Communicates ideas clearly and effectively
	Fosters open communication
	Uses appropriate language and grammar
	Conveys clear written messages (organized, easy to follow)
	Ensures others understand message
<b>Category Rating (type letter)</b>	

Teamwork	
<b>Rating</b>	
	Works effectively with co-workers
	Gives and receives feedback constructively
	Offers assistance and support to co-workers
	Shares important/relevant information with the team
	Demonstrates willingness to adapt to departmental needs
	Puts success of team above own interests
<b>Category Rating (type letter)</b>	

Develops Self	
<b>Rating</b>	
	Learns from experiences
	Actively pursues learning and self-development
	Seeks feedback on performance
	Utilizes personal strengths to maximize performance
	Identifies weaknesses to target development
<b>Category Rating (type letter)</b>	

Takes Initiative	
<b>Rating</b>	
	Responds quickly to problem or situation
	Goes above and beyond job duties to accomplish goals
	Reacts well under pressure
	Recommends new, more effective ways of managing work
	Performs work tasks before having to be instructed to do so
<b>Category Rating (type letter)</b>	

Follows Guidelines & Acts w/ Integrity	
<b>Rating</b>	
	Keeps absences & tardiness within established guidelines
	Follows dress code guidelines, wears appropriate attire
	Follows safety standards & reports unsafe conditions
	Follows company policies
	Inspires respect and trust among co-workers and customers
	Displays positive attitude towards company, team and job
<b>Category Rating (type letter)</b>	

Step	Determine
2	<b>Category Ratings</b>
	At the bottom of each box, please type in the letter that reflects the employee's performance in each category.
E	<b>Exceeded Expectations</b> Consistently contributes above requirements & performs well above peers
M	<b>Met Expectations</b> Consistently meets requirements of the position
I	<b>Improvement Needed</b> Occasionally meets requirements, but generally falls below standards
N	<b>Expectations Not Met</b> Consistently fails to meet job requirements

Steps	Rate Specific Behaviors
<b>1 &amp; 2 (cont.)</b>	<b>&amp; Determine Overall Rating</b>
<b>3</b>	Almost always displays behavior that exceeds required standards for position.
<b>2</b>	Usually displays behavior required for this position.
<b>1</b>	Rarely or never displays behavior required for this position.
<b>0</b>	The behavior is not required in this position.

**CATEGORY RATING**

- E Exceeded Expectations**
- M Met Expectations**
- I Improvement Needed**
- N Expectations Not Met**

Quality Orientation	
Rating	
	Accurately and carefully follows established procedures
	Monitors own work to ensure quality
	Looks for ways to improve and promote quality
	Applies feedback to improve performance
<b>Category Rating (type letter)</b>	

Solves Problems	
Rating	
	Identifies problems in a timely manner
	Gathers and analyzes relevant information effectively
	Generates and evaluates new/alternative solutions and ideas
	Recommends new, more effective ways of managing work
<b>Category Rating (type letter)</b>	

Customer Focus	
Rating	
	Seeks to understand customers' needs & expectations
	Takes responsibility to meet customer needs & concerns
	Educates customers on product and services
	Follows up with customer(s) to ensure satisfaction
<b>Category Rating (type letter)</b>	

Step	Determine Overall Performance Rating				
	Now evaluate the employee's overall performance for the review period. Select the rating that accurately reflects his/her performance.				
<b>3</b>	<b>CONSISTENTLY EXCEEDED</b> (Exceeds performance standards consistently throughout performance cycle) <input type="radio"/>	<b>OFTEN EXCEEDED</b> (Performance standards are often better than required through the performance cycle) <input type="radio"/>	<b>MET</b> (Consistently meets performance standards throughout the performance cycle) <input type="radio"/>	<b>IMPROVEMENT NEEDED</b> (Meets performance standards throughout the performance cycle; Requires guidance) <input type="radio"/>	<b>DID NOT MEET</b> (Performance is below standard where failure to achieve results is clearly due to poor performance) <input type="radio"/>

**Optional Manager/Supervisor Comments** (Provide any additional comments or suggested training below. Attach additional page if necessary)

**Optional Employee Comments** (Provide any additional comments below. Attach additional page if necessary)

**Employee Acknowledgement**

*I have reviewed this document and discussed the content with my manager. My signature means that I have given advice of my performance during the review period.*

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Manager/Supervisor Signature Date

*\*Manager/Supervisor: Please provide your employee with a copy of the final review.*