

Performance Review Form

Name: _____

Date: _____

Employee's Performance

Technical skills and knowledge (knowledge – learning ability – adaptation to change, etc.)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Good level of knowledge, willingness and learning speed. | <input type="checkbox"/> Occasionally requires training. Catches on and manages well. | <input type="checkbox"/> Requires training (explanations and help). Requires supervision. | <input type="checkbox"/> Struggles to do things well even after a lot of explanations. |
|---|---|---|--|

Autonomy and initiative (ability to work without supervision and overcome difficulties)

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|--|---|--|--|
| <input type="checkbox"/> No supervision required. Works well and takes responsibility. | <input type="checkbox"/> Little supervision required. Works well and sometimes suggests improvements. | <input type="checkbox"/> Requires regular supervision. Takes responsibilities lightly. | <input type="checkbox"/> Needs to be constantly supervised and guided. Is not responsible. |
|--|---|--|--|

Punctuality-attendance (follows work schedules and is present at their workstation)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Always punctual (on time). Few and well-motivated absences. | <input type="checkbox"/> Generally punctual. Occasionally absent, with cause. | <input type="checkbox"/> Regularly late or absent. | <input type="checkbox"/> Very often late or absent. |
| <input type="checkbox"/> Always at their workstation and rarely chats. | <input type="checkbox"/> Occasionally leaves their workstation and chats. | <input type="checkbox"/> Often leaves their workstation without notice, and chats. | <input type="checkbox"/> Very often leaves their workstation without notice/cause, and chats. |

Team spirit – collaboration (willingness to help out coworkers and cooperate)

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|--|---|--|---|
| <input type="checkbox"/> Spontaneously helps peers without being asked to do so. Often offers to help. | <input type="checkbox"/> Helps coworkers when asked to do so and cooperates well. | <input type="checkbox"/> Rarely offers to cooperate. Must be asked to help others. | <input type="checkbox"/> Avoids helping coworkers even when asked to do so. |
|--|---|--|---|

Safety (way of working and attentiveness to dangers to themselves or coworkers)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Prevention-minded. Follows safety standards. Warns of potential risks. | <input type="checkbox"/> Follows safety standards properly. | <input type="checkbox"/> Does not always follow standards. Sometimes needs to be told or reminded. | <input type="checkbox"/> Has no regard for safety standards. Sometimes acts dangerously. |
|---|---|--|--|

Cares about quality (able and willing to do good work without supervision)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Very diligent and attentive to detail. Does not let any errors get by. | <input type="checkbox"/> Works very well. Fairly conscientious. Occasional mistakes. | Does moderate quality work. Low level of alertness. Somewhat careless. | Works nonchalantly. Negligent. Very often makes mistakes. |
|---|--|--|---|

Drive (energy and motivation at work)

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|--|---|--|---|
| <input type="checkbox"/> Stimulates and motivates coworkers. Always tries to do more and better. | <input type="checkbox"/> Demonstrates good motivation and works well to meet goals. | <input type="checkbox"/> Needs to be stimulated. Has little concern for meeting goals and the production schedule. | <input type="checkbox"/> Demonstrates a nonchalant attitude toward various aspects of their work. |
|--|---|--|---|

Availability (able and willing to work outside their regular schedule)

Technical skills and knowledge (knowledge – learning ability – adaptation to change, etc.)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Always willing to work beyond regular schedule. | <input type="checkbox"/> Generally willing to work beyond regular schedule. | <input type="checkbox"/> Rarely willing to work beyond regular schedule. | <input type="checkbox"/> Never willing to work beyond regular schedule. |
|--|---|--|---|

Neatness (putting equipment away and maintaining work space)

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|---|--|---|--|
| <input type="checkbox"/> Meticulous. Respects order and maintains work space very well. | <input type="checkbox"/> Maintains equipment and work space very well. | <input type="checkbox"/> Tends to leave workspace in a disorderly state. Needs to be told and reminded. | <input type="checkbox"/> Disorganized. Unconcerned about equipment cleanliness and organization. |
|---|--|---|--|

Pace and quantity of work (able to work consistently and achieve a good level of production)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Consistent, energetic work. Fast worker, and higher than average level of work. | <input type="checkbox"/> Consistent work. Delivers a good level of work. | <input type="checkbox"/> Works in bursts; often gets tired. Meets the minimum required level. | <input type="checkbox"/> Works slowly. Always tired and must be pushed to do more than the minimum required. |
|--|--|---|--|

General attitude

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Enthusiastic. Motivated and stimulating for coworkers and the team. Excellent contact with customers. Makes efforts to promote the organization's image. | <input type="checkbox"/> Positive and cooperative. Gets along well with everyone. Maintains positive contact with customers in general. Is mindful of the organization's image. | <input type="checkbox"/> Adequate. Integrates into the group fairly well. Sometimes argues. Contact with others is sometimes difficult. Unconcerned about the organization's image. | <input type="checkbox"/> Uninterested. Critical and opposes almost everything. Contact with customers is difficult. Harms the organization's image. |
|---|---|---|---|

Work Environment

Support and assistance (help and encouragement from the supervisor and coworkers)

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|---|--|---|---|
| <input type="checkbox"/> Very good support. Very helpful and encouraging team and supervisor. | <input type="checkbox"/> Acceptable support. Fairly regular encouragement and support. | <input type="checkbox"/> Little support. There's rarely someone telling you what to do and how. | <input type="checkbox"/> Support is non-existent. Figure out your own problems. |
|---|--|---|---|

Training (explanation - demonstration - training on techniques and methods)

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|---|---|--|---|
| <input type="checkbox"/> Excellent training. Clear and helps do very good work. | <input type="checkbox"/> Good training. Covers main duties. | <input type="checkbox"/> Insufficient training. Too short and fast. Covers too little. | <input type="checkbox"/> Did not receive proper training. I have to learn everything on my own. |
|---|---|--|---|

Cooperation (mutual assistance and participation in teamwork)

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|--|--|---|--|
| <input type="checkbox"/> Excellent collaboration. Good spirit of solidarity and helpfulness among coworkers. | <input type="checkbox"/> Adequate collaboration. People sometimes need to be asked things insistently. | <input type="checkbox"/> Little cooperation. People argue to avoid cooperating. | <input type="checkbox"/> No cooperation. Everyone's on their own and you figure it out the best you can. |
|--|--|---|--|

Information (how easy it is to get the information I need to do my work properly, and information on the company)

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|--|---|---|--|
| <input type="checkbox"/> Clear, on-time information. Care is taken to keep employees informed. | <input type="checkbox"/> Sufficient, clear information. Sometimes difficult to get a fast answer. | <input type="checkbox"/> Difficult to get clear information. You need to insist to get what you need. | <input type="checkbox"/> No one gives me any information. I don't know who to turn to. |
|--|---|---|--|

Tools and equipment (good quality and sufficient number)

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|---|---|---|---|
| <input type="checkbox"/> I have good tools and equipment. Always free when I need it. | <input type="checkbox"/> Good tools and equipment. I sometimes need to wait to be able to use it. | <input type="checkbox"/> Some tools and equipment in poor shape. I sometimes need to wait to be able to use it. | <input type="checkbox"/> Tools and equipment in poor shape. I very often need to wait to be able to use it. |
|---|---|---|---|

FOLLOW-UP ON LAST PERFORMANCE EVALUATION

Level of attainment of goals – Action Plan:

Integration into the company and with other employees

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|---|---|--|--|
| <input type="checkbox"/> Integrates very well. Turns to others and is comfortable speaking with coworkers. Maintains contact. | <input type="checkbox"/> Integrates gradually. Is somewhat reserved but makes an effort to establish contact with others. | <input type="checkbox"/> Seems to struggle. Stays away from and does not mingle very much with others. | <input type="checkbox"/> Stays isolated and does not mingle with others at all. Turns down invitations and avoids contact. |
|---|---|--|--|

EMPLOYEE'S PERFORMANCE APPRAISAL

Strong points to keep up:

Areas to improve:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Specific expectations of the employee for the three coming months:

WORK ENVIRONMENT APPRAISAL

Strong points to keep up :

Areas to improve:

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Means suggested to make improvements:

Means for improvements – Action Plan

Supervisor: _____

Employee: _____

Today's date: _____

Date of next meeting: _____