**Company Name**

**Employee Review Form**

**Review for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Period** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

This form is designed to be completed by the supervisor, providing a means to review key performance metrics.

Use the scale below to evaluate the employee, circling the number that most accurately describes your perception for each item. Please note that “NE” means you have no firsthand knowledge or experience with the individual regarding the question.

1 = Never 2 = Occasionally 3= Sometimes 4 = Most of the Time 5 = Always NE = No Experience

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.  | Behaves in a manner consistent with the company’s mission, vision and values  | 1  | 2  | 3  | 4  | 5  | NE  |
| 2.  |  Is viewed as a person of integrity by co-workers   | 1  | 2  | 3  | 4  | 5  | NE  |
| 3.  | Has an attitude of helpfulness toward co-workers.   | 1  | 2  | 3  | 4  | 5  | NE  |
| 4.  | Complies with company policies and procedures   | 1  | 2  | 3  | 4  | 5  | NE  |
| 5.  |  Is professional and courteous when communicating with coworkers   | 1  | 2  | 3  | 4  | 5  | NE  |
| 6.  | Represents the company in a positive manner when interacting with customers  | 1  | 2  | 3  | 4  | 5  | NE  |
| 7.  | Is interesting in continuing to develop new skills and to grow as a professional  | 1  | 2  | 3  | 4  | 5  | NE  |
| 8.  | Follows through with tasks and responsibilities in an appropriate and timely manner  | 1  | 2  | 3  | 4  | 5  | NE  |
| 9.  | Demonstrates respect for the work and ideas of others   | 1  | 2  | 3  | 4  | 5  | NE  |
| 10.  | Is punctual | 1  | 2  | 3  | 4  | 5  | NE  |
| 11.  | Is willing to accept responsibility for his or her own actions   | 1  | 2  | 3  | 4  | 5  | NE  |
| 12.  | Is someone who works efficiently   | 1  | 2  | 3  | 4  | 5  | NE  |
| 13.  | Is someone who is willing to take direction from management  | 1  | 2  | 3  | 4  | 5  | NE  |
| 14.  | Conveys a customer-focused manner in communication with others   | 1  | 2  | 3  | 4  | 5  | NE  |
| 15.  | Demonstrates a willingness to listen to what others have to say   | 1  | 2  | 3  | 4  | 5  | NE  |

**Supervisor’s Notes:**

**Employee’s Notes**

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| *By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signature does not necessarily indicate that you agree with this evaluation.* |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |