

Name:		
Job Title:		
Date:		
<u>Criteria</u>	<u>Description</u>	<u>Rating</u> Circle your rating
Attendance	Reports to work as scheduled	1 2 3 4
	Arrives on time and ready to work	1 2 3 4
Job Knowledge	Possesses appropriate skillset	1 2 3 4
	Skillset is current and up-to-date	1 2 3 4
Quality of Work	Conforms to established standards	1 2 3 4
	Work is accurate, thorough, presentable, appropriate, clear and concise	1 2 3 4
Productivity	Yields appropriate work output or volume	1 2 3 4
	Accomplishes duties in a competent and timely manner	1 2 3 4
Analytic Skills	Determines and isolates problems	1 2 3 4
	Identifies causes and formulates effective solutions	1 2 3 4
	Effectively implements solutions	1 2 3 4
Initiative	Develops new ideas to improve job outcomes	1 2 3 4
	Encourages innovation on the part of coworkers	1 2 3 4
	Is self-starting and creative as it applies to duties of position	1 2 3 4
	Displays interest in self-training and/or learning new job skills	1 2 3 4
Teamwork	Acts as a cohesive member of a team	1 2 3 4
	Is cooperative and easily obtains cooperation from others	1 2 3 4
	Willingly participates in problem solving	1 2 3 4
	Is flexible, putting the mission of the department first	1 2 3 4
Interpersonal Skills	Fosters an environment of collaboration through effective communication	1 2 3 4
	Possesses job- appropriate communication skills (written, oral)	1 2 3 4
	Listens to and interacts effectively with coworkers	1 2 3 4
	Effectively communicates with all levels of personnel	1 2 3 4
Compliance	Follows job-related legal, regulatory and ethical practice standards	1 2 3 4
	Follows safety protocols required for position	1 2 3 4
	Complies with appropriate policies and procedures	1 2 3 4
	Promptly reports compliance problems to supervisor	1 2 3 4
	Complies with training requirements of the position	1 2 3 4

Customer Service	Understands service standards and strives to achieve them	1 2 3 4
	Achieves positive customer relations as it relates to job function	1 2 3 4
	Is accessible to and interacts appropriately with customers	1 2 3 4
Cost Effectiveness	Effectively budgets time, is well-organized and focused	1 2 3 4
	Conserves and economizes expendable resources	1 2 3 4
	Actively supports cost containment measures	1 2 3 4
	Exhibits care with work-related supplies and equipment	1 2 3 4
	TOTAL SCORE (Out of a possible 140)	

1. Needs improvement	35-70 - Does not meet standard
2. Average	71-105 - Meets standards with areas of concern
3. Above average	106-125 - Meets standards
4. Outstanding	126-140 - Exceeds standards

Annual Performance Review Form

Employee:

I have reviewed this report and have had an opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with this report. I understand that this report will be placed in my personnel file.

I understand I have two weeks to respond in writing to any concerns that I may have regarding this review.

Employee Signature: _____ Date: _____

Department Head's
Signature: _____ Date: _____