

EMPLOYEE PERFORMANCE FEEDBACK- MANAGER REVIEW

Employee Name:	Review Period:
Employee Number:	Position Description:
Department:	Manager Name:
Reason for Evaluation: <input type="checkbox"/> Annual <input type="checkbox"/> End of First 90 Days <input type="checkbox"/> Merit <input type="checkbox"/> Promotion <input type="checkbox"/> Other _____	
INSTRUCTIONS	
Evaluate employee's work performance as it pertains to their current job responsibilities. Indicate the letter code that best describes the employee's performance by placing the appropriate letter(s) in the far right column. Add "Specific Examples and Support" to validate your performance rating selection.	
O =Outstanding AA =Above Average A =Average BA =Below Average U =Unsatisfactory	
Availability: The degree to which an employee is helpful to coworkers and customers.	
<i>Specific Examples and Support:</i>	
Knowledge of Job: The degree to which an employee possesses technical skills and job specific information.	
<i>Specific Examples and Support:</i>	
Productivity: The degree to which an employee quickly and accurately accomplishes job related tasks.	
<i>Specific Examples and Support:</i>	
Dependability/Accountability: The degree to which an employee can be relied upon.	
<i>Specific Examples and Support:</i>	
Quality: The accuracy, detail and acceptability of work accomplished.	
<i>Specific Examples and Support:</i>	

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Independence: The degree of work accomplished with little or no supervision.	
Specific Examples and Support:	
Interpersonal Relationships: The willingness and ability to communicate, cooperate, and work with co-workers, supervisors and customers.	
Specific Examples and Support:	
Initiative: The degree to which an employee searches out improvement in our work product and seeks ways to improve accuracy, customer service and efficiency of job.	
Specific Examples and Support:	
Adherence to Policy: The degree to which an employee follows rules, procedures and regulations.	
Specific Examples and Support:	
Creativity: The degree to which an employee suggests ideas, discovers new and better ways of accomplishing goals.	
Specific Examples and Support:	
Areas of Strength:	
Areas of Improvement:	

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Recommendations for Career Development-Schooling, Seminars, Etc.:

Objectives to be Accomplished by the next Performance Feedback:

Rate employee's OVERALL job performance in comparison to the requirements involved with his/her position.

Outstanding Above Average Average Below Average Unsatisfactory

Additional Comments:

I have reviewed the foregoing performance feedback and acknowledge that the items and subjects contained herein were discussed with me. I reviewed the Employee Performance Feedback- Manager Review document with my manager to facilitate a discussion on my job performance. I further acknowledge that I have been encouraged to provide any comments or disagreements I may have about this performance feedback in writing for attachment to this performance feedback. I understand the overall job performance rating received will be based on the Employee Performance Feedback- Manager Review.

I have chosen to:

provide comments (see attached) not make any further comment

Employee Signature:

Date:

Manager Signature:

Date:

For Human Resource Use Only

Reviewer Name: _____ Reviewer Signature: _____ Date: _____