

[COMPANY LOGO/NAME]

Employee Name: _____

Employee ID: _____

Employee Position: _____

Reviewer Name: _____

Reviewer Position: _____

Review Period → From: _____ To: _____

REVIEWER TO FILL OUT

- | | | | | |
|---|---|---|---|---|
| 1. Employee meets deadlines consistently → | 1 | 2 | 3 | 4 |
| 2. Employee is punctual → | 1 | 2 | 3 | 4 |
| 3. Employee exhibits strong work ethic → | 1 | 2 | 3 | 4 |
| 4. Employee accomplishes tasks with acceptable error rate → | 1 | 2 | 3 | 4 |
| 5. Employee works well with others → | 1 | 2 | 3 | 4 |
| 6. Employee actively engages in continuing education → | 1 | 2 | 3 | 4 |
| 7. Employee works well with customers → | 1 | 2 | 3 | 4 |
| 8. Employee works well with vendors → | 1 | 2 | 3 | 4 |
| 9. Employee behaves professionally → | 1 | 2 | 3 | 4 |
| 10. Employee's assigned work area is neat and tidy → | 1 | 2 | 3 | 4 |

[COMPANY NAME]

[ADDRESS]

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EMPLOYEE TO FILL OUT

- | | | | | |
|--|---|---|---|---|
| 1. Employer provides safe environment to work → | 1 | 2 | 3 | 4 |
| 2. Employer has adequate discussions about work requirements → | 1 | 2 | 3 | 4 |
| 3. Employer provides educational opportunities → | 1 | 2 | 3 | 4 |
| 4. Employer sets realistic expectations → | 1 | 2 | 3 | 4 |
| 5. Employment here fulfills my professional goals → | 1 | 2 | 3 | 4 |
| 6. Supervisor(s)/Department head(s) are approachable → | 1 | 2 | 3 | 4 |
| 7. Disciplinary actions are handled respectfully → | 1 | 2 | 3 | 4 |
| 8. Work life balance is acceptable → | 1 | 2 | 3 | 4 |
| 9. Work schedule allows for a personal life → | 1 | 2 | 3 | 4 |
| 10. I am experiencing burnout → | 1 | 2 | 3 | 4 |
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PERFORMANCE APPRAISAL (REVIEWER)

1. Employee eligible for salary increase? Y / N
2. Salary increase (if applicable): _____ (hour / year)

[COMPANY LOGO/NAME]

GOALS (REVIEWER)

Educational:

Job Specific:

[COMPANY LOGO/NAME]

COMMENTS (REVIEWER)

Educational:

[COMPANY LOGO/NAME]

COMMENTS (EMPLOYEE)

Educational:
