

Performance Review – Employee Version

Pre-Review Self-Assessment

Employee name:	
Job title:	
Date:	
Performance Review Conducted by:	
Review period:	_____ to _____
Job functions & responsibilities:	
Accomplishments:	
Strengths:	
Opportunities for Improvement:	

Performance Rating:

Please rate yourself for each of the following performance categories. √

Performance Rating Definitions:

Outstanding: Exceeds, by a significant degree, most of the major requirements of the job, while maintaining fully satisfactory performance in the remaining duties. Performance results are clearly outstanding. Regularly assumes additional responsibilities beyond those that are required.

Above Expectations: Exceeds, by a significant degree, some of the major requirements of the job while maintaining fully satisfactory performance in the remaining duties. Often assumes additional responsibilities beyond those which are required.


Meets Expectations: Consistently meets and occasionally exceeds the requirements of the job. Performance results are satisfactory in all aspects of the job.

Needs Improvement: Usually meets most of the job requirements; but improvement is needed in one or more phases of the job. If this rating becomes a warning that the individual's job is in jeopardy if performance continues at the current level, the individual's supervisor will be involved in preparing an Improvement Plan.

	Outstanding	Above Expectations	Meets Expectations	Needs Improvement
Job Knowledge / Skills / Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity / Accomplishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills External (Client, Vendor, Resource Contacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills Internal (Co-Workers, Interoffice Relationships)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving / Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization / Time Management / Managing Multiple Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action to be taken (training, development, specific assignments, discipline):

[To be completed by manager]



Questions for Employee Being Reviewed *[To be completed by employee prior to review]:*

1. How do your responsibilities support the company's strategy?

2. What were your most important contributions during the reporting period?

3. What do you need to do to enhance your performance further?

4. What can the company do to help you do your job better?

Employee Signature _____ Date _____

Manager Signature _____ Date _____

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