(Insert Company Logo)

**Performance Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | **Position Title:** | |
| **Location:** | | **Supervisor:** | |
| **Hire Date:** | **Time in**  **Position:** | **Last Review:** | **Today’s Date:** |

|  |  |  |
| --- | --- | --- |
| Rating | | **Performance Rating Definitions** |
| 5 | Outstanding | Perfect performance with no room for improvement. |
| **4** | **Exceeds Expectations** | Near perfect performance that consistently exceeds extraordinary expectations. |
| **3** | **Meets Expectations** | Performance fully meets extraordinary expectations. |
| **2** | **Needs Improvement** | Performance requires some additional training, effort and/or experience to fully meet extraordinary expectations. |
| **1** | **Significantly**  **Below Expectations** | Unacceptable performance that is significantly below extraordinary expectations and job standards. |

| Rating Category | | Self-Rating | Supervisor Rating | Comments |
| --- | --- | --- | --- | --- |
| **1.** | **Work Ethic** - Exhibits high standards. Initiates doing his/her job responsibilities, never waits to be asked. |  |  |  |
| **2.** | **Integrity -** Honest with others and does what is right without exception. |  |  |  |
| **3.** | **Overall Skill Set** – Demonstrates appropriate level of knowledge and skills for the position. Actively seeks to improve knowledge and skills. |  |  |  |
| **4.** | **Service/Hospitality** – Exhibits dedication to excellent customer service. Takes prompt action to improve and/or resolve any customer service issues. |  |  |  |
| **5.** | Teamwork – Gets along well with co-workers and management team. Creates/contributes to an energized, rewarding, safe and healthy work environment. |  |  |  |
| **6.** | **Dependability** - Availability, attendance, punctuality, and appropriate adherence to uniform standards. |  |  |  |
| Overall Rating | | **/30** | **/30** |  |

**My top 3 strengths are?**

1.

2.

3.

*Supervisor Comments:*

**My top 3 developmental opportunities are?**

1.

2.

3.

*Supervisor Comments:*

**My professional GOALS are...**

Short term (3-6 months):

Long term (1 year+):

*Supervisor Comments:*

**Steps I can take to achieve these goals:**

1.

2.

3.

*Supervisor Comments:*

**Ways my Supervisor can help me achieve these goals:**

1.

2.

3.

*Supervisor Comments:*

**I am proud of myself because…**

**What I like most about (Insert Company Name)…**

Our Company is:

My Supervisor is:

*Supervisor Comments:*

**What I like least about (Insert Company Name)…**

Our Company is:

My Supervisor is:

*Supervisor Comments:*

Supervisor Signature: Date:

Employee Signature: Date: