

UBREAKIFIX 30-DAY EMPLOYEE PERFORMANCE REVIEW

GENERAL INFORMATION

EMPLOYEE NAME	LOCATION	
TITLE	RATING PERIOD	
	FROM	TO
SUPERVISOR NAME		

JOB FACTORS

UNSATISFACTORY (1)	NEEDS IMPROVEMENT (2)	MEETS REQUIREMENTS (3)	EXCEEDS REQUIREMENTS (4)	EXCEPTIONAL (5)
Consistently demonstrates a lack of basic job knowledge and/or skills to perform job. Rarely takes advantage of available skill enhancement or training opportunities. Often is resistant to changing requirements.	Often fails to communicate effectively or in a timely manner. Lacks clarity of expression orally or in writing. Is inconsistent in keeping others informed. At times, fails to listen effectively.	Work usually meets expectations of quality, quantity, customer service and timeliness.	Work frequently exceeds expected quality, quantity, customer service and timeliness standards.	Possesses superior job skills and knowledge; effectively applies them to work assignments. Willingly mentors staff; shares knowledge. Seeks/applies innovative and relevant techniques
THE BASICS	/ 5	COMMENTS		
INITIATIVE	/ 5	COMMENTS		
COMMUNICATION	/ 5	COMMENTS		
ATTITUDE	/ 5	COMMENTS		
QUALITY OF WORK	/ 5	COMMENTS		

REVIEWER'S COMMENTS

COMMENTS:

SUPERVISOR NAME

DATE

EMPLOYEE'S COMMENTS

I ACKNOWLEDGE THAT I HAVE READ THIS REVIEW AND I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH THE EVALUATOR; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

EMPLOYEE SIGNATURE

DATE