



### Employee Information

Employee

Name:

Administrator:

Job Title:

Date:

Review

Period:                      **to**

### Review Guidelines

At least one week prior to this review, please conduct a self-review in which you consider what you have accomplished this year and what you plan to accomplish for the upcoming year. Please set specific goals for the upcoming year.

All goals should be reasonable and specific.

### Goals

(To be completed by the administrator conducting the yearly review.) Briefly describe the goals of the employee. Were the goals achieved? If no, then why not?

Goal #1:

Goal #2:

Goal #3:

## Evaluation

Use this rating key for the following evaluation:

- 1 = *Unsatisfactory*  
Does not perform required tasks. Requires constant supervision
- 2 = *Marginal*  
Needs improvement in quality of work. Completes tasks, but not on time.
- 3 = *Meets Requirements*  
Meets basic requirements. Tasks are completed on time.
- 4 = *Exceeds Requirements*  
Goes above and beyond expectations.
- 5 = *Exceptional*  
Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Understands aspects of position needed to handle job assignments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Makes clear and well organized written preparations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presents ideas orally in a clear, effective manner</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Produces maximum amount of work accurately and thoroughly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates reliable, conscientious work habits</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates self-starting ability and follow through</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Determines and follows logical courses of action</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to work on several projects/effective completion</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasps instructions and explanations quickly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comprehends and acts on new situations with minimum supervision</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Develops realistic goals/willing to adapt to change</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Displays enthusiasm and loyalty towards work assignments and colleagues</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintains neat, organized, and presentable work place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Provide Suggestions For Self-Improvement:

Administrator Feedback:

**Verification of Review**

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

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*Employee Signature*

*Date*

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*Administrator Signature*

*Date*