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# Employee and Volunteer Performance Review

## Employee Information

| Name |  | Date |  | |
| --- | --- | --- | --- | --- |
| Job Title |  | Manager | |  |
| Review Period |  |  | |  |

## Ratings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 1 = Poor | | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Work Quality | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Attendance/Punctuality | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Initiative | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Communication/Listening Skills | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Dependability | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Overall Rating (average the rating numbers above) | | |  | | | | |

## Evaluation

|  |  |
| --- | --- |
| Additional Comments |  |
| Employee /Volunteer Comments |  |
| Goals (as agreed upon by employee and manager)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

## 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. | | | |
| Employee/Volunteer Signature |  | Date |  |
| Manager Signature |  | Date |  |