

EMPLOYEE REVIEW

EMPLOYEE: _____ POSITION: _____

HIRED: _____ AVERAGE WEEKLY HOURS: _____ DATE OF LAST REVIEW _____

Indicate your opinion of this employee by circling the letter by the phrase that seems to fit the person best. Please make sure it is a fair opinion. Disregard your general impression and concentrate on one segment at a time. Call to mind typical ways of acting rather than isolated incidents. Use comment section if needed.

1. PUNCTUALITY: a. Always on time b. Occasionally late c. Often tardy

Comments: _____

2. ATTENDANCE:

- a. Perfect record
- b. Occasionally absent but calls sufficiently in advance of scheduled work shift to arrange other coverage.
- c. Does not call sufficiently in advance to cover their shifts

Comments: _____

3. APPEARANCE: a. Neat, clean and well-groomed
 b. Occasionally careless about appearance
 c. Frequently careless about appearance

Comments: _____

4. CUSTOMER/EMPLOYEE RELATIONS:

- a. Always shows exceptional courtesy and cooperation with customers and other employees. Excellent communication skills
- b. Usually shows courtesy and cooperation with customers and other employees. Good communication skills
- c. Needs to improve; level of courtesy and cooperation with customers and other employees. Not satisfactory

Comments: _____

5. DOES THE EMPLOYEE GREET GUESTS WITH "Good morning, welcome to _____"? Y N

6. ADHERENCE TO COMPANY POLICY AND PROCEDURES

- a. Knows policies and procedure relative to his/her position and always follows them
- b. Knows most policies and procedures relative to his/her position and usually follows them
- c. Has difficulty learning and/or following policies and procedures relative to his/her position

Comments: _____

7. Demeanor: a. Has friendly, energetic and helpful attitude towards customers.
 b. Has helpful attitude to customers.
 c. Displays an indifferent and nonchalant attitude toward customers.

Comments: _____

(Employee review *continued*)

8. INITIATIVE/RESPONSIBILITY

- a. Frequently asks for additional assignments or finds work that needs to be done when he/she has free time
- b. Occasionally asks for additional assignments or finds work that needs to be done when he/she has free time
- c. Must usually be told what to do and a follow up is usually necessary on assignments given

Comments: _____

9. ACCURACY: a. Rarely makes mistakes b. Occasionally makes mistakes c. Frequently makes mistakes

Comments: _____

10. INTEREST: a. Shows exceptional enthusiasm & interest in work

- b. Generally shows enthusiasm & interest in work
- c. Performs at a minimal level
- d. Shows little enthusiasm or interest in work. Job is of secondary importance.

Comments: _____

11. Training Meeting Attendance

Has employee attended training meetings? most some none

If some or none, why? _____

12. What do you consider his/her greatest strengths?

13. What do you consider his her greatest weakness?

14. What goals have you and the employee set for the next six months?

I HAVE REVIEWED THIS ENTIRE REPORT WITH THE EMPLOYEE

Manager's signature and date

I HAVE READ AND DISCUSSED THIS REVIEW WITH MY MANAGER. If you want to make any comments, do so below, if you need more space, also attach a separate piece of paper to this review

Employee's signature and date