


Employee Performance Review

EMPLOYEE INFORMATION		Date of Review 8/13/19																				
Employee Name RICHARD LINYARD	Job Title	Date	Manager																			
Department																						
Review Period	to																					
RATINGS <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td> <td>1.5</td> <td>2</td> <td>2.5</td> <td>3</td> <td>3.5</td> <td>4</td> <td>4.5</td> <td>5</td> </tr> <tr> <td>Unacceptable</td> <td>Needs Improvement</td> <td>Meets Expections</td> <td>Exceeds Expectation</td> <td>Outstanding</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					1	1.5	2	2.5	3	3.5	4	4.5	5	Unacceptable	Needs Improvement	Meets Expections	Exceeds Expectation	Outstanding				
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Work Quality & Job Knowledge <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td> <td>1.5</td> <td>2</td> <td>2.5</td> <td>3</td> <td>3.5</td> <td>4</td> <td>4.5</td> <td>5</td> </tr> <tr> <td>Unacceptable</td> <td>Needs Improvement</td> <td>Meets Expections</td> <td>Exceeds Expectation</td> <td>Outstanding</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					1	1.5	2	2.5	3	3.5	4	4.5	5	Unacceptable	Needs Improvement	Meets Expections	Exceeds Expectation	Outstanding				
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Unacceptable	Needs Improvement	Meets Expections	Exceeds Expectation	Outstanding																		
Technical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Reliability/Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Comments/ Specific Accomplishments																						
Overall Rating	2.5	2.5	2.625	Average Rating 2.54																		
EVALUATION <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Additional Comments</td> <td></td> </tr> <tr> <td>Action Plan</td> <td></td> </tr> </table>					Additional Comments		Action Plan															
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VERIFICATION OF REVIEWS <p>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.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Employee Signature</td> <td>Date 8/13/19</td> </tr> <tr> <td>Manager Signature</td> <td>Date 8/13/19</td> </tr> </table>					Employee Signature	Date 8/13/19	Manager Signature	Date 8/13/19														
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