



ACROBAT OUTSOURCING

TSC GROUP

Employee Performance Review

EMPLOYEE INFORMATION										
Employee Name					Date of Review					
Job Title					Date					
Department					Manager					
Review Period		to								
RATINGS										
1 Unacceptable		1.5 Needs Improvement	2 Meets Expectations	2.5 Meets Expectations	3 Meets Expectations	3.5 Exceeds Expectation	4 Exceeds Expectation	4.5 Exceeds Expectation	5 Outstanding	
Work Quality & Job Knowledge										
Technical Ability										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Work Quality										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Job Knowledge										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Creativity										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Comments/ Specific Accomplishments										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability										
Attendance/Punctuality										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Reliability/Timeliness										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Consistency										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
1 Unacceptable		1.5 Needs Improvement	2 Meets Expectations	2.5 Meets Expectations	3 Meets Expectations	3.5 Exceeds Expectation	4 Exceeds Expectation	4.5 Exceeds Expectation	5 Outstanding	
Professionalism										
Teamwork										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Communication										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Initiative										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Time Management										
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments/ Specific Accomplishments										
Overall Rating										
Work Quality & Job Knowledge					Dependability			Professionalism		Average Rating
EVALUATION										
Additional Comments										
Action Plan										
VERIFICATION OF REVIEWS										
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 Signature					Date					
Manager Signature					Date					