



EMPLOYEE NAME		DEPARTMENT	
EMPLOYEE NUMBER		POSITION	
DATE		DATE HIRED	
PERFORMANCE EVALUATOR		DATE OF LAST EVALUATION	



COMPETENCIES:

ATTENDANCE	1	2	3	4	5	REMARKS
COMES TO WORK ON TIME						
INFORMS SUPERVISOR OF ABSENCES OR TARDINESS						
ATTITUDE TOWARDS WORK	1	2	3	4	5	REMARKS
ANSWERS QUERIES PROMPTLY						
CAREFULLY FOLLOWS INSTRUCTIONS						
LISTENS CLOSELY TO INSTRUCTIONS						
OBEYS OFFICE POLICIES						
OWNS UP TO MISTAKES						
PROVIDES QUALITY OUTPUT						
SHOWED INTEREST DURING TRAINING						
TREATS COLLEAGUES WITH RESPECT						
VOLUNTEERS TO ASSIST IN VARIOUS TASKS						
WILLING TO ACCEPT FEEDBACK						
PHYSICAL APPEARANCE	1	2	3	4	5	REMARKS
ADHERES TO THE DRESS CODE						
ALWAYS LOOKS PRESENTABLE						

1

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<p>SUMMARY:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>AREAS OF IMPROVEMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>PLANS FOR IMPROVEMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

3

EMPLOYER FEEDBACK		1	2	3	4	5	REMARKS
1. How competent is the employee in the given position?							
2. How competent is the employee in the given position in the following areas?							
3. How competent is the employee in the following areas?							
4. How competent is the employee in the following areas?							
5. How competent is the employee in the following areas?							
6. How competent is the employee in the following areas?							
7. How competent is the employee in the following areas?							
8. How competent is the employee in the following areas?							
9. How competent is the employee in the following areas?							
10. How competent is the employee in the following areas?							

OTHER COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT:

I, the undersigned, acknowledge the receipt of the Employer Performance Review with the understanding that the employee has the opportunity to provide feedback on the review process. If the employee does not agree with the result of the review, they may appeal.

EMPLOYEE SIGNATURE:	PERFORMANCE EVALUATOR:	PERFORMANCE EVALUATOR:

NAVAL INDUSTRIES

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Performance Review Manual

Richard C. Grote



Performance Review Manual:

Performance Review Manual , **The Essential Performance Review Handbook** Sharon Armstrong, 2010-01-01 The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool motivate personnel and increase productivity help achieve your company goals improve manager employee communication and reduce your risk of legal liability Employee Performance Review Manual United States Civil Service Commission, 1973 Manual for performance evaluation of regulatory authorities seeking designation as WHO-listed authorities World Health Organization, 2023-11-14 This manual provides operational and technical details for the performance evaluation PE exercise that must be conducted for a regulatory authority RA to achieve listing as a WHO listed authority WLA in relation to each regulatory function The PE manual should be read in conjunction with the Operational guidance for evaluating and publicly designating regulatory authorities as WHO listed authorities The Operational Guidance For the purposes of this document the term regulatory authority RA unless otherwise stated may refer to either a national regulatory authority NRA or a regional regulatory system RRS The basis for designation as a WLA is provided by the Global Benchmarking Tool GBT which is complemented by a series of PE activities designed to establish a detailed picture of how the regulatory system performs on relevant regulatory processes including how consistently it adheres to quality procedures and how well it delivers the desired regulatory outputs in accordance with good regulatory practices **Perfect Phrases for Performance Reviews** Douglas Max, Robert Bacal, 2002-12-02 Hands on help for quickly and persuasively writing company mandated performance appraisals Writing performance appraisals is one of the most difficult and time consuming tasks managers face Perfect Phrases for Performance Reviews simplifies the job providing a comprehensive collection of phrases that managers can use to describe employee performance provide directions for improvement and more For example Sets priorities well Misses important deadlines Thorough reliable and accurate All managers and HR professionals will value the book for its Hundreds of ready to use phrases organized by job skill and performance level Tips for documenting performance issues and conducting face to face reviews Easily adapted performance review templates covering five performance levels With the wide ranging assortment of descriptions available in this book managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with **How to be Good at Performance Appraisals** Richard C. Grote, 2011 If you are an executive manager or team leader one of your toughest responsibilities is managing your people's performance How do you appraise just how well a direct report has carried out her job What do you do if informal coaching fails to improve mediocre performance In How to be Good at Performance Appraisals Dick Grote provides a concise hands on guide to succeeding at every task required by your company's performance appraisal and management process Through step by step instructions examples sample dialogues and suggested scripts he shows you how to handle appraisal activities ranging from setting goals defining job responsibilities and

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