Questionnaire





Employee Information		
First Name	Last Name)
Position	Date of Review)
Reviewer		
Review Period		
Start Date)
End Date)





Part 1

Performance Evaluation

1 - Job Knowledge and Skills

	Understanding	g of duti	ies and respons	sibilities	
	Excellent (Good	Satisfactory	Needs Improvement	Unsatisfactory
	Application of	knowle	dge and skills		
	Excellent (Good	Satisfactory	Needs Improvement	Unsatisfactory
	Comments				
2 -	- Quality of V	Vork			
	Accuracy and	thoroug	ghness		
	Excellent (Good	Satisfactory	Needs Improvement	Unsatisfactory
	Attention to d	letail			
	Excellent (Good	Satisfactory	Needs Improvement	Unsatisfactory
	Comments				



3 - Productivity and Efficiency

	Meeting ded	adline			
	Excellent	Good	Satisfactory	Needs Improvement	O Unsatisfactory
	Managing w	orkload			
			Satisfactory	Needs Improvement	O Unsatisfactory
	Comments				`
1	- Communio	ation a	nd Toamwar	l.	
+ -	Communic	cation a	na reamwor	K	
+ -	Interaction v			ĸ	
•	Interaction v	with colle	agues	Needs Improvement	Unsatisfactory
+ -	Interaction v	vith colled	agues O Satisfactory		O Unsatisfactory
+ -	Interaction v Excellent Interaction v	vith colled Good with supe	agues Satisfactory rvisors		
+ •	Interaction v Excellent Interaction v	vith colled Good with supe	agues Satisfactory rvisors	Needs Improvement	
*	Interaction v Excellent Interaction v	vith colled Good with supe	agues Satisfactory rvisors	Needs Improvement	
+	Interaction v Excellent Interaction v Excellent	vith colled Good with supe	agues Satisfactory rvisors	Needs Improvement	

5 - Dependability and Punctuality	5 -	Depend	dability	and Pu	nctuality
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	Attendance					
	Excellent	Good	Satisfactory	Needs Improvement	O Unsatisfactory	
	Reliability					
		Good	Satisfactory	Needs Improvement	O Unsatisfactory	
	Comments					
D	t O					4
	art 2					7
Dε	etails					
	Strengths					
	Areas for Impr	ovement				
	Training and I	Developmen	t Needs			

Overall Performance Rating
Excellent Good Satisfactory Needs Improvement Unsatisfactory
Reviewer's Comments
Reviewer's Comments
Employee's Comments
Part 3
Final Decision
Confirmed in position Extended probationary period
Termination of employment
C
Reviewer Date
Employee Date

