



Employee Performance Review

Restoring hope to kids & families around the world since 1973.

Employee Name: _____ Job Title: _____

Date of Hire: _____ Department: _____ Supervisor: _____

Annual Review

90 Day Review

Review Period From:

to

Purpose

The purpose of conducting the Employee Performance Review is to: Develop better communication between the employee and the supervisor; Improve the quality of work, increase productivity and promote employee development. Employee's overall performance is reviewed primarily on whether the employee's performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

Performance Rating Categories

The employee's performance is considered in each category and is designated that most accurately describes his/her job performance. The following is a description of each level of performance:

5. Outstanding

This employee consistently exceeds all position expectations for responsibilities, objectives, skills, abilities and commitment required for the job. Possesses superior knowledge of major aspects of the total job and has had experience in each area. Demonstrated superior knowledge and ability to take initiative and improve processes and efficiency, resulting in positive impact on the department or organization with virtually no detectable errors, requiring little to no supervision.

4. Exceeds Expectations / Requirements

This employee clearly exceeds established expectations for responsibilities and objectives, skills, ability and knowledge for the position. Frequently makes recommendations; offered possible solutions to improve processes. Performance is of high quality and is achieved on a consistent basis.

3. Meets Expectations / Requirements

This employee has a competent and dependable performance level. Meets the performance standards and objectives of the job without constant follow-up and direction. Employee demonstrates requisite skills, ability knowledge and commitment for the job.

2. Improvement Needed

The employee does not always meet the responsibilities and objectives on the job. Demonstrates some of the requisite skills, abilities and knowledge to do the job, but additional training and or commitment is required. Individual may still be learning the job and/or willingness to develop or improve requisite skills, knowledge maybe in question.

1. Unsatisfactory Job Performance

Responsibilities of the position have not been met. This employee does not demonstrate the necessary knowledge, skills, abilities and commitment required for the position.

N/A Not Applicable

Section 1

Review the employee's performance by checking the most appropriate box in each category based on the timeframe being evaluated. Write specific example's supporting each rating.

Job / Technical Knowledge

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Possesses and demonstrates a thorough understanding and working knowledge of all phases of the job; including the various techniques and skills necessary for efficient completion of all tasks. Remains up to date on organizational changes and technical knowledge related to job. Understands the impact of his/her job function on other functions/departments and business.

Specific Examples / Comments:

Problem Solving & Decision Making

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Demonstrates ability to make sound and proper decisions by; defining the issue, diagnosing the problem; analyzing the cause(s) and drawing on professional expertise, internal resources to make recommendation or solutions with minimal negative effort on departmental/ organizational goals, employee and donor relations. Employee demonstrates willingness to take ownership and responsibility for decisions made.

Specific Examples / Comments:

Quality of Work

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Work product is complete, accurate and in an acceptable format.

Specific Examples / Comments:

Quantity of Work

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Completes assigned work efficiency and in an organized manner within an established time frame, works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload.

Specific Examples / Comments:

Individual Effectiveness

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Displays a cooperative attitude in the workplace, exhibits tact and sincerity with others to achieve objectives.

Specific Examples / Comments:

Communication

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Expresses ideas and information in writing and verbally, in a manner that is complete, clear, concise, organized and appropriate to the audience. Conveys information to supervisors, donors, ministry partners and peers in a timely concise manner. Listens to others, and is open-minded to and evaluates suggestions from others.

Specific Examples / Comments:

Service Focus

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Takes a personal interest in both colleagues, donors, team members and volunteers, creates a pleasant atmosphere for interaction and takes appropriate action to meet their needs.

Specific Examples / Comments:

Team Building

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Actively seeks and achieves group participation to improve work, sets priorities, is innovative and solves problems.

Specific Examples / Comments:

Initiative

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Generates ideas and initiates action to seek information to solve problems or follow through with a task; self-starter.

Specific Examples / Comments:

Ongoing Personal Development

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Displays an interest in and uses initiative to not only maintain current skills, but also continuously upgrade skills and knowledge to meet changing requirements of the position.

Specific Examples / Comments:

Dependability

Outstanding Exceeds Expectations Meets Expectations Improvement Needed Unsatisfactory

Exhibits reliability in being available for work, sometimes without close supervision, and takes ownership in the work to be performed.

Specific Examples / Comments:

Section 2

Review the employee's overall evaluation & goals.

Evaluation

Specific Examples / Comments:

Goals

Position Revisions & Responsibilities

Based on your discussion, will there be any changes to the employee's position? **Yes No**

Comments:

Section 3

Both the supervisor and employee should sign this document after the review is concluded. By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily that you agree with this evaluation.

Verification of Review

Employee Signature:

Date:

Supervisor Signature:

Date:

President Signature:

Date: