

Servant HR

EMPLOYEE PERFORMANCE REVIEW

Problem Solving, Results Based, Attribute Supported Approach

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| Office (Client) Location: | Employee Name: | Position: |
| Evaluator Name: | Base Salary: | Area of Concentration: |

Mission: _____

Objectives and Goals: _____

Work Ethic

- Overall degree to which the employee's work habits support employee's objectives and goals.
 Not correlated 1 2 3 4 5 6 7 highly correlated
- On average when does this person:
 Arrive at work early on time late
 Leave work early on time late
- Pace of work
 Slow pace 1 2 3 4 5 6 7 fast pace
- Efficiency of pace of work
 Inefficient pace 1 2 3 4 5 6 7 efficient pace
- Quality of work
 Low quality 1 2 3 4 5 6 7 high quality
- Work habits the employee is best at (rank 1-6)
 _____ Developing _____ Maintaining
 _____ Planning _____ Attending to detail
 _____ Controlling Quality _____ Managing people
- Does this person demonstrate appropriate skill in performing his/her job?
 Low skill level 1 2 3 4 5 6 7 high skill level
- What is the degree to which this person functions like an owner versus a bureaucrat?
 Bureaucrat 1 2 3 4 5 6 7 owner

9. Does the employee plan ahead and anticipate issues or problems effectively?
Rarely 1 2 3 4 5 6 7 always
10. Does the employee require too much oversight or double checking of work or re-explaining of duties?
Dependent 1 2 3 4 5 6 7 independent
11. Does the employee plan and implement his/her plan for the day effectively?
Not effective 1 2 3 4 5 6 7 very effective

Personal Characteristics

1. How confident is this person in front of others with issues he/she understands?
Self doubting 1 2 3 4 5 6 7 very confident
2. How confident is this person in front of others with issues he/she does not understand?
Not credible 1 2 3 4 5 6 7 very credible
3. How confident are others of this employee's judgment?
Not confident 1 2 3 4 5 6 7 very confident
4. How mature is this employee in a variety of contexts?
Immature 1 2 3 4 5 6 7 very mature
5. Does the employee adapt well to varying circumstances and situations?
Inflexible/rigid 1 2 3 4 5 6 7 very flexible
6. Is the employee stable, calm under pressure?
Easily alarmed 1 2 3 4 5 6 7 steady
7. How frequently does this employee invent new or creative ways of doing things?
Too few/much 1 2 3 4 5 6 7 appropriately
8. Does this employee embrace new ideas well?
Closed/intransigent 1 2 3 4 5 6 7 thoughtfully open
9. What is this employee's range of handling information?
Narrow/limited 1 2 3 4 5 6 7 very broad
10. What is this employee's ability to inspire others?
Boring/limp 1 2 3 4 5 6 7 inspirational
11. What is this employee's receptivity to correction and/or discipline?
Arrogant 1 2 3 4 5 6 7 humble responsive
12. What is this employee's company image projection?
Weak 1 2 3 4 5 6 7 professional
13. Is this employee appropriately groomed, displaying excellent manners?
Sloppy 1 2 3 4 5 6 7 superior decorum

14. What is this employee's attentiveness to execute details with accuracy?
 Misses details 1 2 3 4 5 6 7 very attentive
15. What is this employee's level of initiative?
 Lifeless 1 2 3 4 5 6 7 high initiative
16. How effective is this employee at embracing and/or managing change?
 Not effective 1 2 3 4 5 6 7 very effective

Relationship Building

1. What is the impact this employee has on his/her peers?
 Competitive 1 2 3 4 5 6 7 cooperative
2. What is the impact this employee has on his/her superiors?
 Irritating 1 2 3 4 5 6 7 helpful
3. How does this employee impact his/her subordinates?
 Unprepared 1 2 3 4 5 6 7 equipped
4. What is the impression this employee leaves with a client?
 Indifferent 1 2 3 4 5 6 7 invaluable
5. What is the impression this employee leaves with a vendor/supplier?
 Gullible 1 2 3 4 5 6 7 shrewd
6. What is the impact this employee has on prospective clients?
 Not effective 1 2 3 4 5 6 7 impressive
7. What are the employee's diplomatic skills?
 Clumsy 1 2 3 4 5 6 7 artful
8. What are the employee's persuasion skills?
 Confined 1 2 3 4 5 6 7 highly developed

Job Performance

1. What is this employee's technical grasp of his/her current job duties?
 Inadequate 1 2 3 4 5 6 7 superior
2. What is the employee's technical aptitude for new concepts?
 Limited 1 2 3 4 5 6 7 exceptionally high
3. Assess the employee's time management skill.
 Scattered 1 2 3 4 5 6 7 highly skilled
4. Does this employee accurately complete all his/her job duties?
 Rarely 1 2 3 4 5 6 7 consistently
5. Does the employee manage and complete projects effectively?
 Unreliable 1 2 3 4 5 6 7 dependable

6. Does the employee appropriate effective stewardship of company resources?
Squanders money 1 2 3 4 5 6 7 quality at best price

7. Does the employee make good decisions in keeping with his/her position?
Poor judgment 1 2 3 4 5 6 7 problem solver

8. How did the employee do with his/her objective one _____?
Floundered 1 2 3 4 5 6 7 exceeded

9. How did the employee do with his/her objective two _____?
Floundered 1 2 3 4 5 6 7 exceeded

10. How did the employee do with his/her objective three _____?
Floundered 1 2 3 4 5 6 7 exceeded

11. Overall how did the employee perform compared to expectations?
Under whelmed me 1 2 3 4 5 6 7 excellent

Expected Results

List objectives and/or goals for the succeeding year.

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Expected Results

List training, development and support needed to accomplish objectives.

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Potential Reward System.

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Employee Comments.

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|--------------------|----------------------|------|
| Employee Signature | Supervisor Signature | Date |
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