

## Performance Review

Employee Name:	
Supervisor Name:	
Review Date:	

**Attendance / Tardiness**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Job Competency / Knowledge**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Organizational Skills**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Follows Instructions / Procedures**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Quality of Work**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Attitude / Professionalism**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Initiative / Follow-Up**

Unsatisfactory  Inconsistent  Proficient  Highly Effective  Exceptional  NA

**Goals:**