

Title of Position: *(insert job title of position)*

Department: *(insert department; could also just be General or Management)*

Reports to: *(insert name of supervisor & job title)*

Employee Name:     *(put employee name here)*    

Date of Review:     *(put date here)*    

Overview of Position:

*What does this role do at the company? Provide 2-3 sentences on the role here, or you can cut & paste the overview from the person's job description.*

## **(insert position title) Competencies:**

### **1. Follows Procedures Consistently**

1   2   3   4   5

Comments:

### **2. Works Efficiently/Makes Good Use of Time**

1   2   3   4   5

Comments:

### **3. Completion of Tasks/Checklists**

1   2   3   4   5

Comments:

#### **4. Ability to take Direction from Management**

1 2 3 4 5

Comments:

#### **5. Cooperation/Collaboration Skills**

1 2 3 4 5

Comments:

### **Organizational Competencies:**

#### **1. Teamwork**

1 2 3 4 5

Comments:

#### **2. Ambition/Drive for Success**

1 2 3 4 5

Comments:

### **3. Customer-Ready Appearance/Presence**

1 2 3 4 5

Comments:

### **4. Communication Skills (Verbal & Written)**

1 2 3 4 5

Comments:

### **5. Reliability & Dependability**

1 2 3 4 5

Comments:

### **Goals for Next Performance Review:**

1.

2.

3.

Comments:

Name of Manager: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_