

Protek Security, Inc. Employee Performance Review

Name of Staff Member		Date of Review
Position	Date of Hire	Date of last Review

Probationary
 30 Day
 90 Day
 6 Month
 Annual

UF = Unsatisfactory
NI = Needs Improvement
GD = Good
CA = Commendable
DI = Distinguished

EMPLOYEE	SUPERVISOR
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	UF	NI	GD	CA	DI		UF	NI	GD	CA	DI
Quantity - Capacity for meeting workload demands or responsibilities							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality - Accurate, free of frequent or costly error, level of work standards							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative - Ability to be a self-starter, take action on own volition without supervisory guidance							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment - Analytical ability, common sense, ability to make sound decisions/recommendations, foresee ramifications							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativeness - Ability to come up with original thinking, new ideas, innovative suggestions							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude - Willingness, general approach to position							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability - Degree of conscientiousness							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance - On time, continuous work without absence							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills - Ability to interrelate harmoniously with peers, public, others							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & Organization - Ability to observe, analyze, plan work, utilization of time							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership - Ability to win confidence of and direct subordinates							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge - Applies to all aspects of job responsibilities							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety - Demonstrates safety awareness and attitude							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Work - Applies to all aspects of job responsibilities							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Effectiveness - Ability/willingness to confront, control, resolve any disciplinary/remedial situations							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance - Willingness to continuously project a positive company image by clean, neat grooming							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance Evaluation -

Fails to meet the minimum requirements of the job
 Meets the requirements of the job
 Consistently performs above the required level

Employee Evaluation Rating -

<input type="checkbox"/> Promotion	<input type="checkbox"/> Probationary Period Completed
<input type="checkbox"/> Rate Increase From _____ To _____	<input type="checkbox"/> Transfer
<input type="checkbox"/> Continue In Present Position	<input type="checkbox"/> Terminate

I HAVE PARTICIPATED IN THIS APPRAISAL INTERVIEW AND UNDERSTAND THE APPRAISAL AND COMMENTS CONTAINED HEREIN.

EMPLOYEE X date _____ SUPERVISOR X date _____

Major Strengths - What have been the employee's assets and chief abilities in present job?

Areas Needing Improvement - Where did employee exhibit need for improvement?

Performance Changes - What specific performance changes have you observed over the past review period? (Positive or non-positive)

Development Planning - What specific steps are or will be planned to effect employee's improvement on present job and preparation for further responsibilities? What would be needed to enhance promotion potential?

Employee Comments:
