

# STREET OULAWZ Performance Review



Date of Hire: \_\_\_\_\_ Review Period From \_\_\_\_\_ To: \_\_\_\_\_

## PERFORMANCE RATINGS

- |                              |   |
|------------------------------|---|
| 41 - 50 Clearly Outstanding  | 10% pay increase in monthly salary                                |
| 31 - 40 Exceeds Expectations | 5% pay increase in monthly salary                                 |
| 21 - 30 Meets Expectations   | 2% pay increase in monthly salary                                 |
| 11 - 20 Below Expectations   | 1 month re-evaluation to improve for 1% pay increase              |
| 00 - 10 Unsatisfactory       | 1 month re-evaluation to improve or will be demoted or terminated |

Performance Criteria	00-10 Unsatisfactory	11-20 Below Expectations	21-30 Meets Expectations	31-40 Exceeds Expectations	41-50 Clearly outstanding	Employee	Supervisor
<b>Quality of Work</b> <ul style="list-style-type: none"> <li>• Accuracy, Thoroughness, neatness</li> <li>• Results during peak workloads</li> <li>• Results on routine work</li> <li>• Results on special projects</li> <li>• Follows instructions &amp; Fulfills responsibilities</li> </ul>	Poor work requires constant checking due to errors. Frequently does not complete work or responsibilities sloppy worker	Work often has unacceptable number of errors. Frequent review is necessary, can not be relied upon to complete assignments	Work is done well with infrequent errors. Occasional review is necessary. Work is generally always completed on time and to the satisfaction of the supervisor	Work is consistently done well. Little review is necessary. Rarely makes errors. Always can be counted on to do a good quality job and takes pride in their work and assignments	Exceptional high quality of work at all times with no review of work necessary. Outstanding effort and always on time and the best quality possible.	First Quarter	
						Third Quarter	
<b>Quantity of Work</b> <ul style="list-style-type: none"> <li>• Volume of work regularly produced</li> <li>• Speed, consistently &amp; timeliness of output</li> <li>• Organization of time and workload</li> <li>• Ability to complete entire assignments</li> </ul>	Cannot complete assignments with in allotted time. Does not use time wisely. Is not on task often and is generally lazy	Works at a slow rate of speed and is frequently unable to complete tasks in allotted time, does waste time on personal matters	Works at a normal and acceptable rate of speed and consistently completes assignments in allotted time. Stays on task and completes work	Uses time wisely and often produces completes work ahead of schedule. Can always be counted on to complete tasks	Always completes work in allotted time and consistently is ahead in work assigned. works faster than most an gets more work done	First Quarter	
						Third Quarter	
<b>Attendance and Punctuality</b> <ul style="list-style-type: none"> <li>• Degree of absenteeism</li> <li>• Degree of tardiness</li> <li>• Obtains readmit slip after absence</li> </ul>	Had excessive tardies/absences More than 3 tardies or absences.	Had excessive tardies/absences More than 2 tardies or absences.	Tardies/absences are no more than 1 for a 6 month period	Consistently on time and rarely absent.	Never tardy or absent	First Quarter	
						Third Quarter	
<b>Initiative</b> <ul style="list-style-type: none"> <li>• Resourcefulness, ingenuity, &amp; creativity</li> <li>• Willingness to learn</li> <li>• Acceptance of responsibility</li> <li>• Takes action on own when appropriate</li> </ul>	Continually requires prodding to do work. Cannot be depended upon to complete assignments	Frequently requires coaching, extra help reminding and/or assistance to complete assigned tasks. will do work only when told	Completes all assignments independently with little or no encouragement or guidance needed. Occasionally will do more work than assigned	Frequently exhibits high degree of resourcefulness and ingenuity. Seeks out improvement methods and finds things to do with out being told	Exceptionally resourceful and initiates suggestions for improvement and assumes additional job duties, always tries to find things to do to help the company	First Quarter	
						Third Quarter	
<b>Interpersonal skills</b> <ul style="list-style-type: none"> <li>• Courteous to others</li> <li>• Resolves conflicts &amp; problems</li> <li>• Cooperates with others in group</li> <li>• Contributes to team effort and spirit</li> </ul>	Makes little or no effort to be a part of the department. Not an effective team player in business	Generally gets along with others, has on occasion failed to cooperate and support the department and company when needed	Courteous and cooperative. Tries to maintain harmonious working relationship with others. Always supports the team and company effort	Enthusiastic team worker. Willing to carry a fair share of the load and maintains a positive attitude to contribute to the team effort.	Displays extraordinary ability to work with others has a positive attitude that motivates others. A outstanding team player always	First Quarter	
						Third Quarter	
<b>comments</b>						<b>Quarter Average</b>	