

Employee Performance Report

Employee Name: _____ Job Title: _____

Employer (Business Name): _____

Employer Contact: _____ Phone Number: _____

Reviewed by: _____ Review Date: _____

For employer use only.	Rating
Ability to work cooperatively with supervisors, co-workers, or as part of a team	
Attitude—demonstrates a positive attitude and enthusiasm for the job	
Communicates effectively with supervisor, peers, and customers	
Demonstrates ability to adapt to change	
Demonstrates ability to handle correction	
Demonstrates initiative and motivation	
Demonstrates problem solving, decision-making, and exercises good judgment	
Demonstrates skills, proficiency and consistency in carrying out tasks	
Dependability (attendance, punctuality, returns from breaks on time, etc.)	
Follows expected dress, grooming, and hygiene guidelines	
Follows workplace rules	
Independence—works at the level of independence expected for this position	
Willingness to take on additional responsibilities	
Work pace—compares with what is expected in this position	

U = Unsatisfactory, F = Fair, S = Satisfactory, G = Good, E = Excellent, NR = Not Reviewed or NA = Not Applicable.

Are there areas of exceptional performance that should be particularly noted? Provide specific examples.

Areas of performance needing more attention or improvement? Provide specific examples.

In what way is the employee progressing in overall ability and professionalism?

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What additional training will employee need to be successful?

Employer Review by: _____ Date: _____

Individual Reviewed: _____ Date: _____

EC Reviewed: _____ Date: _____

Contractor Business Name: _____