

Employee Performance Review

Employee Name:

Michael Adams

Date:

3/4/2021

Interviewer:

James Dobson

Review Period:

3/4/2020 - 3/4/2021

Evaluation Scale

5 = Exceptional

4 = Exceeds Requirements

3 = Meets Requirements

2 = Needs Improvement

1 = Unsatisfactory

Evaluation

5 4 3 2 1

Demonstrates essential job skills and knowledge	<input type="checkbox"/>				
Has the ability to learn and use new skills	<input type="checkbox"/>				
Uses resources effectively	<input type="checkbox"/>				
Fulfils assigned responsibilities	<input type="checkbox"/>				
Meets attendance requirements	<input type="checkbox"/>				
Responds to management direction	<input type="checkbox"/>				
Takes responsibility for actions	<input type="checkbox"/>				
Honors commitments	<input type="checkbox"/>				
Demonstrates problem solving skills	<input type="checkbox"/>				
Offers constructive suggestions	<input type="checkbox"/>				
Demonstrates innovative thinking	<input type="checkbox"/>				
Develops collaboration across teams	<input type="checkbox"/>				
Meets challenges head on	<input type="checkbox"/>				

Additional Comments: