



EMPLOYEE NAME		DEPARTMENT	
EMPLOYEE NUMBER		POSITION	
DATE		DATE HIRED	
PERFORMANCE EVALUATOR		DATE OF LAST EVALUATION	



COMPETENCIES:

ATTENDANCE	1	2	3	4	5	REMARKS
COMES TO WORK ON TIME						
INFORMS SUPERVISOR OF ABSENCES OR TARDINESS						
ATTITUDE TOWARDS WORK	1	2	3	4	5	REMARKS
ANSWERS QUERIES PROMPTLY						
CAREFULLY FOLLOWS INSTRUCTIONS						
LISTENS CLOSELY TO INSTRUCTIONS						
OBEYS OFFICE POLICIES						
OWNS UP TO MISTAKES						
PROVIDES QUALITY OUTPUT						
SHOWED INTEREST DURING TRAINING						
TREATS COLLEAGUES WITH RESPECT						
VOLUNTEERS TO ASSIST IN VARIOUS TASKS						
WILLING TO ACCEPT FEEDBACK						
PHYSICAL APPEARANCE	1	2	3	4	5	REMARKS
ADHERES TO THE DRESS CODE						
ALWAYS LOOKS PRESENTABLE						

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[Cover Page](#)

<p>SUMMARY:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>AREAS OF IMPROVEMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>PLANS FOR IMPROVEMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

3

EMPLOYER FEEDBACK		1	2	3	4	5	REMARKS
1. How competent is the employee in the given position?							
2. How competent is the employee in the given position in the given position?							
3. How competent is the employee in the given position in the given position?							
4. How competent is the employee in the given position in the given position?							
5. How competent is the employee in the given position in the given position?							
6. How competent is the employee in the given position in the given position?							
7. How competent is the employee in the given position in the given position?							
8. How competent is the employee in the given position in the given position?							
9. How competent is the employee in the given position in the given position?							
10. How competent is the employee in the given position in the given position?							

OTHER COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT:

I, the undersigned, acknowledge the receipt of the Employer Performance Review with the understanding that the employee has the opportunity to discuss the results of the review with the supervisor. If the employee does not agree with the result of the review, the employee may file a grievance.

EMPLOYEE SIGNATURE:	PERFORMANCE EVALUATOR:	PERFORMANCE EVALUATOR:

NAVAL INDUSTRIES

NAVAL INDUSTRIES

1

Performance Review Manual

D Keegan



Performance Review Manual:

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