

Review Year: _____

Employee Last Name: _____	Employee First Name: _____
Employee Number: _____	Position: _____
_____	Manager: _____

Quality of Work	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Quantity of Work	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Workpace	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Maintains Safety requirements	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Attendance & Timeliness (protected leave not considered)	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Communication skills with co-workers & supervisors/management	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Customer Service skills (internal and external)	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Demonstrates Ownership, Integrity & Accountability	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Demonstrates Initiative & Creativity	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)
Exercises good judgment	<input type="radio"/> Below (0)	<input type="radio"/> Meets (1)	<input type="radio"/> Exceeds (2)

Total points for each column here: (using 1 point for each MEETS and 2 points for each EXCEEDS)

BELOW Total (maximum 0)		MEETS Total (maximum 10)		EXCEEDS Total (maximum 20)	
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OVERALL ASSESSMENT RATING TOTAL:	OVERALL TOTAL		<input type="radio"/> BELOW (0 - 8)	<input type="radio"/> MEETS (9 - 14)	<input type="radio"/> EXCEEDS (15-20)
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Supervisor/Manager Comments

"Below" or "Exceeds" rating REQUIRES comment / explanation:

Employee Comments:

This Coaching/Performance Review is not intended to be an express or implied employment contract. By signing below, employee acknowledges receipt of the Coaching/Performance Review form only and signature does not imply agreement.

Employee Signature: _____	Date: _____
Supervisor/ Manager Signature: _____	Date: _____
Terminal / District Manager or next level reviewer: Signature: _____	Date: _____