



Employee Information

Name:

Manager:

Date:

Ratings:

	1 = POOR	2 = FAIR	3 = GOOD	4 = EXCELLENT	5 = OUTSTANDING
Job Knowledge					
<i>Comments</i>	<input type="text"/>				
Awareness/Attention to Detail					
<i>Comments</i>	<input type="text"/>				
Attendance/Punctuality					
<i>Comments</i>	<input type="text"/>				
Urgency					
<i>Comments</i>	<input type="text"/>				
Communication					
<i>Comments</i>	<input type="text"/>				
Positivity/Attitude					
<i>Comments</i>	<input type="text"/>				
Dependability					
<i>Comments</i>	<input type="text"/>				
Overall Rating (___/35 Points Total)	<input type="text"/>				

Additional Comments/Goals: