|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Information | | | | | |
| Name Of Employee: | |  | Name of Employer: | |  |
| Date: |  | | Review Period: | to | |
|  | | | | | |
| Review Guidelines | | | | | |
| Complete this review, using the following scale: NA = Not Applicable  1 = Unsatisfactory  2 = Marginal  3 = Meets Requirements  4 = Exceeds Requirements  5 = Exceptional   |  | | --- | | Evaluation | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | (5) = Exceptional | (4) = Exceeds Requirements | (3) = Meets Requirements | (2) = Marginal | (1) = Unsatisfactory | | Demonstrates Required Job Skills And Knowledge |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Has The Ability To Learn And Use New Skills |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Uses Resources Available In An Effective Manner |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Responds Effectively To Assigned Responsibilities |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meets Attendance Requirements |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Listens To Direction From Management |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Takes Responsibility For Actions |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Honours Commitments |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Demonstrates Problem Solving Skills |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Offers Constructive Suggestions For Improvement |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Generates Creative Ideas And Solutions |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meets Challenges Head On |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Demonstrates Innovative Thinking |  |  |  |  |  |   Areas For Improvement/Training/Development:  Employee Signature:  Employer Signature: | | | | | | |

