

Performance Review & Planning Process - Part 1

Employee: _____		Position: _____	
Reviewer: _____		Date: _____	
<p>Prioritize the list of the characteristics listed below. During the review period, rate how well you've done and why. Add other characteristics you believe are relevant to your position. Use additional sheets if necessary.</p>			
Work Ethic Productivity Quality of Work	Team Performance Customer Service Time Management/Organizational Skills		Communications Job Knowledge Other
Priority	Characteristics		Rating 1 – 5 1=Best
1			
2			
3			
4			
5			
6			
7			
8			
9			