Annual Performance Review

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| Employee Name |  |
| Title |  |
| Date of Review Period |  |
| Supervisor Name |  |
| Department |  |

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| Exceeds Expectations = 5  [employee has exceeded objective, time and quality] | More Than Satisfactory = 4  [employee has slightly exceeded either time and/or quality] | Satisfactory = 3  [employee has met objective, may be just under objective on time and quality] | Less Than Satisfactory = 2  [employee has not met objective on either time or quality] | Needs Improvement = 1  [employee far below on both time and quality] |

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| --- | --- | --- | --- | --- |
| **Task** | **Objective/Measurement** | **Results** | **Comments** | **Ranking** |
| Typing | 96% accuracy | 90% |  |  |
| Complete within 48 hours of submission | Within 24 hours |  |  |
| Filing | 98% accuracy | 82%, unable to find files for labor issues |  |  |
| Complete by end of the day | By end of each week |  |  |
| Answer phones | Answer within 3 rings | Within 2 rings |  |  |
| Screens calls | Forwards all calls where she could have provided information |  |  |
| Provide messages upon return or availability of staff | Feedback that messages not always given to staff |  |  |
| Provide information | Provide prompt and accurate information | Customers often request to speak to someone else |  |  |

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| **Task** | **Objective/Measurement** | **Results** | **Comments** | **Ranking** |
| Input applications | 100% accuracy | 70% |  |  |
| Complete by job ad deadline | Completed by deadline |
| Mail job flyers | No returns of flyers | 20% of flyers returned due to address changes |  |  |
| Mailed day jobs open | Mailed on time |
| Distribute staff mail | 100% accuracy | Unable to track, staff states not receiving mail |  |  |
| By end of day | Mail sometimes not received by staff |
| Overnights within 10 minutes | Overnights not timely, resulting in staff missed deadlines |
| Log checks | 100% accuracy | 100% accuracy |  |  |
| Provide log/checks to payroll by end of each day | Payroll often calling for logs and delivered by end of day |
| Recruitment folders | Created before job ad opens | Files always ready |  |  |
| Applications properly filed | Applications often misfiled, discovered when applicant calls. |
| Job hotline | Recorded evening before job opens | Recorded timely |  |  |
| Information accurate and clear | Information accurate, difficult to understand due to accent |
| Personnel forms | Completes by weekly deadline | Always behind, missing deadlines resulting in employee changes not processed timely |  |  |
| 98% accuracy | 77% accuracy |
| **OVERALL PERFORMANCE EVALUATION RANKING** | | | |  |
| Development Plan |  | | | |