

# Hourly Performance Review

Employee Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Title: \_\_\_\_\_

Grade Level/Policy Point: \_\_\_\_\_

Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Our Promise:

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## Work Knowledge

		2	2.5	3	3.5	4	NA
Job Objective	Understands and accomplishes objectives of job						
Job Knowledge	Demonstrates in everyday work that they possess the skills and job knowledge to perform the job (rate progress for newer staff)						
Related Work	Knowledge of related functions; able to complete tasks as expected when working in other departments						

## Work Skills

		2	2.5	3	3.5	4	NA
Quantity of Work	Consistently produces an acceptable volume of work						
Use this space to list measurable rates							
Quality of Work	Consistently produces quality work, is accurate						
Attention to Detail	Pays close attention to details; thinks projects through thoroughly, is conscientious						
Judgment	Consistently exhibits constructive judgment, evaluates facts and situations well; reaches sound decisions or conclusions						
Problem Solving	Recognizes problems that need attention; identifies causes; is creative and diligent about correcting situations						
Written Communications	Writes clearly, logically, and grammatically						
Oral Communications	Presents information logically, clearly and timely						

**Core Characteristics**

		2	2.5	3	3.5	4	NA
Attendance	Rarely absent, except legally excused absences						
Punctuality	Consistently on time in morning, after breaks, for meetings, etc.						
Time Management	Maximizes use of time; gives extra effort to maximize time						
Initiative	Perseveres on difficult projects. Is self motivated and motivates others.						
Continuous Improvement	Fully supports continuous improvement efforts; personally works at continuously improving own work. Suggests and implements new ideas to reduce cost and improve work product, processes or procedures						
Customer Service	Knows who the customers are; is courteous and considerate to customers; goes the extra mile.						
Teamwork	Shows respect for others, cooperates with team members from all departments, encourages and supports others						
Personal Ownership	Takes ownership of work and responsibility for own actions; doesn't blame others						

**Performance Goals:**

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**Personal Goals:**

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**Employee Comments:**

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**Supervisor Signature**

**Employee Signature**

**Date**

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.