

# Non-Exempt Employee Performance Review



SECTION 1

## Personal Information

(Please print clearly and provide complete & accurate information)

Employee Name: \_\_\_\_\_ Current Review Period: \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Department Name: \_\_\_\_\_

Evaluating Manager: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SECTION 2

## Employee Job Description

Please describe employee's position during current review period: \_\_\_\_\_

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SECTION 3

## Performance Categories and Criteria

Please evaluate the employee's contributions over the past review period as measured by the following:

### 1. Job Knowledge

- Job knowledge is adequate for position
- Procedures are executed effectively
- Minimum supervision is required
- Can be depended on fully to complete job tasks accurately

Does Not meet      Partially Meets      Meets Expectations      Above Expectations  
                                                                 

Comments: : \_\_\_\_\_

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### 2. Work Quality

- Quality of work is adequate
- Improvements to quality and/or processes are evaluated and implemented
- Standards for accuracy and completeness are typically met
- Is resourceful and innovative in his/her work
- Delivers attentive service and responds appropriately to requests for assistance.

Does Not meet      Partially Meets      Meets Expectations      Above Expectations  
                                                                 

Comments: : \_\_\_\_\_

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**3. Work Quantity**

- Plans, prioritizes, and organizes work effectively
- Identifies and uses resources effectively and responsibly
- Minimum amount of time spent on social activities
- Can be counted on to consistently deliver expected volume of work

Does Not meet	Partially Meets	Meets Expectations	Above Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: : \_\_\_\_\_

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**4. Working Relationships**

- Actively participates and contributes as a member of effective work teams
- Assumes proper share of workload within department
- Willingly performs job duties
- Courteous to team members/management

Does Not meet	Partially Meets	Meets Expectations	Above Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: : \_\_\_\_\_

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**5. Communication**

- Communicates clearly and effectively as required for position
- Listens actively and responds appropriately
- Receives and provides constructive feedback
- Uses appropriate channels of communication to convey information and ideas effectively

Does Not meet	Partially Meets	Meets Expectations	Above Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: : \_\_\_\_\_

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**6. Attendance**

- Rarely absent or late
- Sets example for the rest of the work group
- Volunteers to work extra hours/alternative shifts when needed
- Does not abuse overtime guidelines

Does Not meet	Partially Meets	Meets Expectations	Above Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: : \_\_\_\_\_

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**7. Dependability**

- Works steadily and requires only normal supervision
- Can be counted on to alert management of any issues/concerns
- Follows instructions with accuracy
- Shows initiative to take on additional work duties

Does Not meet      Partially Meets      Meets Expectations      Above Expectations

                                                                

Comments: : \_\_\_\_\_  
 \_\_\_\_\_

**8. Job Specific Competencies**

Use this section to list and rate any additional Competencies not yet addressed in this review.

Competency: \_\_\_\_\_

Does Not meet      Partially Meets      Meets Expectations      Above Expectations

                                                                

Comments: : \_\_\_\_\_  
 \_\_\_\_\_

**9. Job Specific Competencies**

Use this section to list and rate any additional Competencies not yet addressed in this review.

Competency: \_\_\_\_\_

Does Not meet      Partially Meets      Meets Expectations      Above Expectations

                                                                

Comments: : \_\_\_\_\_  
 \_\_\_\_\_

**10. Job Specific Competencies**

Use this section to list and rate any additional Competencies not yet addressed in this review.

Competency: \_\_\_\_\_

Does Not meet      Partially Meets      Meets Expectations      Above Expectations

                                                                

Comments: : \_\_\_\_\_  
 \_\_\_\_\_

### Significant Achievements During Current Review Period

Please evaluate any significant achievements employee has contributed since last review:

Goal: \_\_\_\_\_

Result: \_\_\_\_\_

### Expected Results

Identify any particular performance expectations, job duties, or goals employee should strive for during next review period:

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

Goal: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Add'l Training/Resources Needed: \_\_\_\_\_

## Overall Performance Rating

**Instructions:** As objectively and accurately as possible, summarize all aspects of this performance appraisal and assign an Overall Performance Rating.

- 4 **Above Expectations:** This employee produces results that meet and frequently exceed performance objectives while demonstrating a high level of proficiency in many of the competencies required in his/her job.
- 3 **Meets Expectations:** This employee produces results that consistently meet and may occasionally exceed performance objectives while demonstrating proficiency in the competencies required in his/her job.
- 2 **Partially Meets:** This employee produces results that do not consistently meet performance objectives and demonstrates only a moderate level of proficiency in the competencies required in his/her job.
- 1 **Does Not Meet:** This employee produces results that usually fail to meet performance objectives and demonstrates only a minimal level of proficiency in the competencies required in his/her job.

## Comments and Signatures

**Note:** The following signatures indicate that the employee and his/her supervisor have mutually discussed all facets of this review, including past and future Expected Results.

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

*(Attach additional comments if necessary)*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date