

Hourly Performance Review

The purpose for the performance review is to: Develop better communication between the employee and supervisor; Improve the quality of work; Increase productivity; and Promote employee development.

Employee Name				Year
Job Title				
Date of Hire				Supervisor
Annual Review	90 Day Review	Review Period	TO	
Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed	

General Factors

1. **Quality** - An employee's work is completed thoroughly and correctly following established processes and procedures.

Specific Examples / Comments:

2. **Productivity / Independence / Reliability** - Ability to work independently with little or no direction/ follow-up to complete tasks / job assignment.

Specific Examples / Comments:

3. **Job Knowledge** - Demonstrates and understands the work instructions, processes, equipment and materials required to perform the job.

Specific Examples / Comments:

4. **Cooperation / Commitment** - Willingness to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly and takes responsibility for own performance and job assignments.

Specific Examples / Comments:

5. **Attendance** - Observes prescribed work break/meal periods and has an acceptable overall attendance record.

Specific Examples / Comments:

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Employee
Name

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Outstanding

Exceeds
Expectations

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6. **Initiative / Creativity** - Seeks out new assignments, proposes improved work methods and suggests ideas to eliminate waste, finds new and better ways of doing things.

Specific Examples / Comments:

7. **Behavior** - Follows company policies, procedures and work conduct rules.

Specific Examples / Comments:

8. **Leadership** - Demonstrates proper judgment and decision-making skills when directing others. Directs work flow in assigned areas effectively to meet production / area goals.

Specific Examples / Comments:

Overall Performance - rate employee's overall performance in comparison to position duties and responsibilities.

Complete the Following Sections

1. **Specific areas that need improvement**

3. **Recommendations**

2. **Accomplishments of new abilities demonstrated since last review**

4. **Employee's comments**

Discussed/reviewed
with employee on:

Manager/Supervisor Signature

Date

Employee Signature

Date