

**KENRON INDUSTRIAL AIR CONDITIONING, INC.**  
**EMPLOYEE SELF PERFORMANCE REVIEW FORM**

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Employee Name:  Date of Review:

Position/Title:  Anniversary Date:

**SPECIFIC REVIEW FACTORS**

**1. JOB KNOWLEDGE**

How would you rate your overall knowledge of the requirements of the job and its relationship to the successful performance of the company?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**2. VOLUME OF WORK**

How would you rate your volume of work?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**3. QUALITY OF WORK**

How would you rate the overall quality of work you perform?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

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**4. ACCURACY AND ATTENTION TO DETAIL**

How would you rate the accuracy and attention to detail reflected in your work?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**5. INITIATIVE**

How well do you use your own initiative to seek out additional work and to assume additional responsibilities when you have completed regularly assigned duties?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**6. CAPABILITY TO LEARN ADDITIONAL SKILLS**

How would you rate your ability to learn additional skills and to grasp new ideas and/or job instructions?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

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**7. COOPERATION**

How would you rate your ability to get along with fellow employees and to work with them, as a team member in order to maximize the effectiveness of the organization?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**8. ATTITUDE TOWARDS SUPERVISION**

How would you rate your ability to accept the authority and direction of your supervisor and other company managers?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**9. PROFESSIONAL IMAGE**

How well do you project the professional image desired by the company?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

Comments:

**10. ATTENDANCE**

How would you rate your attendance and punctuality?

☐ 5 - Outstanding

☐ 3 - Satisfactory

☐ 1 - Unacceptable

☐ 4 - Excellent

☐ 2 - Marginal

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**GOALS AND OBJECTIVES**

1. Describe how the employee has performed relative to goals and objectives established during the previous Performance Review interview. Indicate whether the employee's performance met, exceeded, or failed to meet the goals established. If the employee has not met the goals and objectives, be specific as to how the employee's performance has fallen short.

To be determined and discussed during review utilizing Kenron Strategic Planning Process

2. What goals and objectives should the employee strive to meet during the next review period? (These goals and objectives must be established by both the employee and their supervisor during the Performance Review Interview) These goals and objectives must be specific and measurable.

To be determined and discussed during review utilizing Kenron Strategic Planning Process

3. What are your strong points?

4. What are your weakest points?

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5. What can you do to improve on these weak points?

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Other Comments

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_