



## ANNUAL EMPLOYEE PERFORMANCE REVIEW – SELF EVALUATION

NAME: \_\_\_\_\_ REVIEW DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ YEARS OF SERVICE: \_\_\_\_\_

**\*Note: 1 = Needs Improvement; 2 = Meets Expectations; 3 = Exceeds Expectations**

<b>WORK PERFORMANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Possesses skills and knowledge to perform the assigned job completely.			
2. Tends to equipment on a daily basis in a professional manner.			
3. Familiar with and adheres to all company policies including those in the handbook and those related to safe practices on the job site.			

<b>ORGANIZATION &amp; LEADERSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Skill at planning, organizing and prioritizing workload.			
2. Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.			
3. Keeps supervisors and others involved parties informed of progress and meets established deadlines and expectations.			
4. Maintains accurate and accountable records and documentation of assigned activities.			

<b>COMMUNICATION &amp; WORKING RELATIONS</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Communicates effectively with supervisors, peers, and customers in a professional manor.			
2. Ability to work cooperatively with supervision or as part of a team.			
3. Reliability (attendance, punctuality, meeting deadlines).			

<b>FOREMAN</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Displays fairness towards all subordinates.			
2. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals.			
3. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.			
4. Delegates responsibility where appropriate, based on the employee's ability and potential.			
5. Takes timely and appropriate corrective/disciplinary actions with employees.			

**SCORE:** \_\_\_\_\_

**Employee Performance Score**

10-19 = Needs Improvement

20-25 = Meets Expectations

26-30 = Exceeds Expectations

**Foreman Performance Score**

15-29 = Need Improvement

30-37 = Meets Expectations

38-45 = Exceeds Expectations

<b>PERFORMANCE SUMMARY</b>	<b>NOTES</b>
1. List all aspects of your performance that contribute to your effectiveness.	
2. List all aspects of your performance that require improvement for greater effectiveness.	

