

COMMUNICATION & WORKING RELATIONS	1	2	3	NOTES
1. Communicates effectively with supervisors, peers, and customers.				
2. Ability to work cooperatively with supervision or as part of a team.				
3. Reliability (attendance, punctuality, meeting deadlines).				

FOREMAN	1	2	3	NOTES
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

PERFORMANCE SUMMARY	NOTES
1. List all aspects of employee's performance that contribute to his/her effectiveness.	
2. List all aspects of employee's performance that require improvement for greater effectiveness.	

GOAL SETTING	NOTES
1. List your development goals for the next 12 months.	
2. List your development goals for the next 2-5 years.	
3. How will these goals be achieved? <ul style="list-style-type: none">••••••••	

SUPERVISOR/EMPLOYEE COMMENTS

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My supervisor has discussed this performance with me, and I have had the opportunity to respond. NOTE: The employee's signature does not indicate agreement, but attests that the employee has had an opportunity to read and discuss this review.

Date of 1st Session: _____ Date of Results Review Session: _____

Employee's Signature: _____ Employee's Signature: _____

Supervisor's Signature: _____ Supervisor's Signature: _____