

Exempt Employee Performance Review Form

Basic Information	
Employee Name:	Review Date:
Position:	Department:
Date of Hire:	Supervisor:

Part 1: Employee Input

Discussion Points
Employee should review these questions and prepare their responses before their meeting with their Supervisor.
1. Has the past year been good/bad/satisfactory for you, and why?
2. What do you consider your most important achievements of the past year?
3. What aspects of your job do you find most interesting, and least interesting?
4. What aspects of your job do you think you can improve?
5. Are there any changes you would like to suggest?

6. What do you consider your most important activities in the next year?

7. What action could be taken to improve your performance in your current job by you, and your boss?

8. What kind of work or job would you like to be doing in one/two/five years' time?

9. What sort of training/certifications would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you would like to develop - you and your work can benefit from these.

Employee's Comments:

Employee's Signature: _____ Date: _____

Part 2: Supervisors Input

Performance Criteria			
Criteria	Rating Scale	Explanation of Rating	Supervisor's Rating
1. Attitude: Degree of willingness that an employee exhibits when given a responsibility and the manner in which he/she communicates that to co-workers	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Does not seem happy to be here, 2=Some bad days but generally has good attitude, 3=Well liked; 4=Smiles, acts as an ambassador, proud to be an SS Whiter, 5=Actively works to promote good culture	
2. Efficient use of Technology: Looks for creative ways to apply technology to job tasks	1=Unsatisfactory 2=Inconsistent 3=Proficient 4=Highly Effective 5=Beyond Belief	1= Not comfortable with software, hardware or internet, 2= Basic user of word , excel, PowerPoint, uses web efficiently 3=Willingness to embrace new technology 4= Expert user of office, web, any software needed to perform their job effectively, some programming 5=Actively suggest / promote / teach new technology	
3. Leadership traits: Takes initiative, is respected by peers, leads by example & is viewed as a leader	1=Average 2=Good 3=Very Good 4=Exceptional 5=Beyond belief	1= Does what is asked 2= Not interested in being a leader, sometimes takes initiative 3=comes up with new ideas, well respected by colleagues 4=Has potential to be considered as a leader 5=Leads by example, is viewed as a leader	
4. Job Knowledge: Knowledge of SSW products & processes required to perform his/her job function	1=Unsatisfactory 2=Inconsistent 3=Proficient 4=Highly Effective 5=Beyond Belief	1=Insufficient, hand holding required, 2=Can perform independently most of the time, limited supervision required 3=Can perform independently all the time 4=Can perform independently and helps others 5=Is the go-to expert, has extensive industry knowledge	
5. Time Management: The ability to prioritize tasks, meet deadlines and has predictable attendance	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Rarely meets time commitment 2=Sometimes meets time commitments but needs reminders 3=Rarely misses time commitments 4= Rarely misses time commitments while juggling multiple priorities 5=Efficiently juggles multiple priorities	
6. Communication (written, verbal, grammar)	1= Unsatisfactory 2=Marginal 3= Good 4= Exceptional 5=Beyond Belief	1=Room for improvement 2=Is understood most of the time 3= Communicates effectively verbally and written with some errors 4=Good vocabulary, writes very well, represents SS White well in front of outsiders 5=Effective presenter, writer and orator	

7. People Skills (within SSW, vendors, FL, Regulatory): The ability to work and communicate effectively; build and maintain relationships	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Co-workers avoid interaction unless necessary 2=Avoid face-to-face interaction unless necessary 3=Generally pleasant, might have an off day 4=Enjoys building relationships 5=Values this highly and consistently works on improving	
8. Commitment to SSW: Level of connection that employee feels towards SSW, willingness to participate in events, volunteer for projects outside the realm of work etc.	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Not a long term player 2=Does what is expected 3=Puts in extra effort when asked 4=Goes above and beyond 5=Consistently takes initiative to make SSW better	
9. Style fit: Sense of humor, desire to read books, keep up with news	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Minimal effort to fit in 2=Might pick up an article once in a while 3= Stays informed and occasionally contributes to topical discussions 4=Actively engage in topical discussions 5=Great reader, lives S.S. White philosophy	
10. Product Knowledge: Willingness to commit to becoming a product expert	1=Unsatisfactory 2=Marginal 3=Good 4=Exceptional 5=Beyond Belief	1=Does not exist 2=Has insufficient knowledge but is making an effort to learn 3=Has sufficient knowledge to perform their job 4=Considered a subject matter expert 5= Is a subject matter expert and teaches others	
11. Technical documentation: Helps S.S. White build a knowledge base by writing job relevant Technical reports that are compliant with S.S. White standards and design	1=Average 2=Good 3=Very Good 4=Exceptional 5=Beyond belief	1=Does not write Technical reports 2=Inconsistent, may write 1-2 reports/year 3=Occasionally writes a report, 3-5/year;	
12. If Manager, Delegation skills	1=Average 2=Good 3=Very Good 4=Exceptional 5=Beyond belief		
13. If Non-finance Manager: Understanding of costing, Finance matters; If Finance Manager: Understanding of Manufacturing processes	1=Unsatisfactory 2=Inconsistent 3=Proficient 4=Highly Effective 5=Beyond Belief		
Total Points			
Average Score			

Supervisor's Inputs	
Identify Employee's Key Strengths:	Identify Employee's Opportunities for Improvement:
Recommendations on what the employee can do to better capitalize on strengths or improve their weaknesses:	
Three major responsibilities/goals for the coming year:	

Follow-up meeting requested:	Yes	No	Meeting Date: _____
Signatures (Prior to Reviewing with Employee):			
Evaluating Supervisor/Manager:	_____	Date:	_____
Department Manager:	_____	Date:	_____
Human Resources:	_____	Date:	_____