

Employee Performance Review

EMPLOYEE INFORMATION

Name:		Date:	
Job Title:		Previous/Current Pay Rate:	
Supervisor:		Pay Raise (circle one): - 1% - 2% - 3% - 4% - 5% -	
Store #:	Region #:	RVP:	

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Star Learn Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Customer Visit comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION

ADDITIONAL COMMENTS:

Goals (as agreed upon by employee and manager):

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Manager Signature	Date

The Effective Date of this raise is the payroll period after all approvals are obtained and the raise/review are submitted to payroll

To be effective this change must meet the following criteria:

- 1 - The Employee has been active for six Months
- 2 - The Employee has not received an increase in the prior six months.
- 3 - Increase does not exceed 5%
- 4 - The increase does not cause the employee's rate to exceed the company standards. (for hourly employees \$4 above the hourly minimum wage)
- 5 - An Employee Review that justifies the increase is completed by the GM and signed by the RVP or VP and submit to the payroll department.
- 6 - Retroactive pay for raises is NOT authorized