

FROSS ZELNICK LEHRMAN & ZISSU, P.C.
2015 PERFORMANCE REVIEW

NAME: _____

POSITION: _____

DATE OF HIRE: _____

REVIEWED BY: _____

THIS FORM IS DESIGNED AS A TOOL TO AID IN PERFORMANCE APPRAISAL AND MERIT REVIEW.

DIRECTIONS

1. Read each item carefully and consider specific instances of the employee's performance to justify your rating.
2. Score each factor independently without regard to age, race, color, religion, sex, national origin, physical disability or mental disability.

CRITERIA FOR SALARY ADJUSTMENTS AND PERFORMANCE RATINGS

OUTSTANDING

Performance significantly and consistently exceeds expected results for the position in all major areas and overall results are clearly due to sound planning, execution, and management not unanticipated or "windfall" conditions. This means that virtually any knowledgeable observer would understand the overall high quality of results in all areas.

SUPERIOR

Performance is at the expected level in all areas and overall results exceed that level to a significant degree in some important areas.

GOOD

Performance is at the expected level and overall results are satisfactory.

MARGINAL

Performance below the acceptable level, either because the employee in the position is new and has not yet reached an acceptable level, or because the overall quality of results has diminished since the last evaluation.

UNSATISFACTORY:

Performance clearly below the acceptable level and there is no reasonable expectation that the employee is capable of meeting the standards for the position. This means that virtually any knowledgeable observer would understand the overall unacceptable quality of the results.

PERFORMANCE APPRAISAL

PRODUCTIVITY

Consider the output of work this review period. Compare the amount of work performed with your standard for such a job:

Outstanding	_____	(Exceptional producer)
Superior	_____	(Above average quantity; always does more than their share)
Good	_____	(Regularly turns out a normal or average amount of work)
Marginal	_____	(Volume below average; does enough to get by)
Unsatisfactory	_____	(Excessively slow)

QUALITY OF WORK

Consider accuracy, thoroughness and content:

Outstanding	_____	(Exceptionally accurate)
Superior	_____	(Only rare errors)
Good	_____	(Few errors; dependable)
Marginal	_____	(Frequent mistakes)
Unsatisfactory	_____	(Careless work)

JOB KNOWLEDGE

Consider grasp of procedures and proficiency in all phases of job; overall ability to handle normal situations encountered:

Outstanding	_____	(Complete knowledge of all details of the job)
Superior	_____	(Performs job without much assistance)
Good	_____	(Adequate job knowledge)
Marginal	_____	(Needs much assistance)
Unsatisfactory	_____	(Limited understanding)

INITIATIVE

Consider the employee's self-motivation and drive in planning, organizing and performance:

Outstanding	_____	(Self-starter; seeks responsibility)
Superior	_____	(Willing to do more than most; will not settle for less than an excellent performance)
Good	_____	(Shows occasional initiative)
Marginal	_____	(Does not show effort unless prodded)
Unsatisfactory	_____	(Does less than required)

BEHAVIOR

Consider the employee's behavior and response to the requests from yourself or others:

- Outstanding _____ (Always extremely professional to co-workers and clients)
Superior _____ (Conduct is very good, volunteers to help others)
Good _____ (Generally cordial, will help others when asked)
Marginal _____ (Conduct towards co-workers could improve, rarely helps others)
Unsatisfactory _____ (Conduct is often very unprofessional toward co-workers)

ATTENDANCE & PUNCTUALITY

This area will be reviewed by Administration, taking into account the number unplanned absences and consistent tardiness.

Consider employee's readiness to begin work at the start of the day; conformance to work schedules; appropriate use of vacation, sick and personal time:

- Outstanding _____ (Sets example for others; always reliable)
Superior _____ (More reliable and dependable than most; always punctual)
Good _____ (Generally reliable)
Marginal _____ (Sometimes unreliable)
Unsatisfactory _____ (Unacceptable)

COMMENTS

1. Strongest areas of performance:
2. Areas of performance that need improvement:
3. Other comments:

SIGNATURE: _____ DATE: _____