Employee Name:	Position:
Supervisor Name:	Department:
Review Period:	Date:

Rating scale:

- **5** Exceeds Expectations (consistently exceeds standards)
- **4** Outstanding (frequently exceeds standards)
- **3** Meets Expectations (generally meets standards)
- **2** Needs improvement (frequently fails to meet standards)
- **1** Unacceptable (fails to meet standards)

Our Company Values	5	4	3	2	1

Passion:

Describe how the employee demonstrates passion in their work. Provide examples of how the employee's enthusiasm contributes to team motivation and project success. Do they have a passion to be the best?

Comments:

Integrity:

Evaluate the employee's adherence to ethical practices and honesty. Note instances where the employee displayed integrity in challenging situations.

Comments:

Our Company Values	5	4	3	2	1

Family:

Assess the employee's contribution to a positive team atmosphere and support for colleagues. Discuss the employee's role in building a Capriott's/WZ family where everyone feels valued and supported, irrespective of their role or responsibilities.

Comments:

Profitability:

Evaluate the employee's impact on the financial success of the department/company. Highlight specific contributions to cost-saving measures or revenue generation at the company or Franchisee level.

Comments:

Genuineness:

Reflect on the authenticity and sincerity of the employee in their interactions. Provide examples of how their genuineness has positively affected the team or projects.

Comments:

GWC – Get it/Wants it/Has the Capacity

G (Gets it)   Yes   No

Comments:

W (Wants it)   Yes   No

Comments:

C (Has the Capacity)   Yes   No

Comments:

Noteworthy accomplishments during this review period:

Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable:

Goals for the upcoming year:

Employee comments:

Signatures acknowledge that this form was discussed and reviewed.

Employee signature: .... Date: ....

Supervisor signature: .... Date: ....