

# AWL US Employee Bi-Annual/Annual Performance Review

## Manager/Supervisor

### Employee Information

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Manager/Supervisor: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Review Period: \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

Section 1: Employee Reflection	<b>Reflection Question</b>
	What is your reflection on your experience for the past year?
	* Employee please complete this column
	<b>Manager Comments</b>

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<b>Section 2: Job Soft Skills</b>	<b>Rating Definitions</b>					
	4: Performance exceeds job requirements and established goals. Unexpected assignments are handled with above average skill.					
	3: Consistently meets and sometimes exceeds job requirements. Critical goals are achieved.					
	2: Performance meets most of the job requirements but requires more than usual supervisor follow-up and direction.					
	1: Performance is consistently below job expectations. A corrective action plan is developed to achieve specific results.					
	N/A: Does not apply to scope of duties					
	<b>Ratings</b>					
		<b>(4)</b>	<b>(3)</b>	<b>(2)</b>	<b>(1)</b>	<b>N/A</b>
	<b>1. Dependability/Flexibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (Mgr or EE):</i>					
	<b>2. Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (Mgr or EE):</i>					
	<b>3. Customer Focus (In/Ex)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (Mgr or EE):</i>					
	<b>4. Initiative/Self Starter</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments (Mgr or EE):</i>						
<b>5. Productivity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments (Mgr or EE):</i>						
<b>6. Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Comments (Mgr or EE):</i>						

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	<b>Ratings</b>					
		<b>(4)</b>	<b>(3)</b>	<b>(2)</b>	<b>(1)</b>	<b>N/A</b>
	<b>7. Job Knowledge/Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (Mgr or EE):</i>					
	<b>8. Teamwork</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (Mgr or EE):</i>					
	<b>Subtotal:</b>					
<b>Others</b>						
<b>Attendance/Punctuality</b>						
<i>Comments (Mgr or EE):</i>						
<b>Safety</b>						
<i>Comments (Mgr or EE):</i>						
<b>Leadership (Optional)</b>						
<i>Comments (Mgr or EE):</i>						

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<b>Section 3: 2025 Employees Goals</b>	<b>Employee Goals</b>	
	What is your overall goals for this year?	
	<p style="color: red;">* Employee please complete this column</p>	
	<b>Manager Comments</b>	
	<b>Specific Goals</b>	
	Goals for Next 12 Months (Weighted % Total Should Equal 100%)	% of Goals
	1)	0%
2)	0%	
3)	0%	
Others:	0%	

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<p><b>Section 4: Training Goals</b></p>	<p><b>Training: Development/Skills</b></p> <p>1) The employee and manager need to review job description and review required minimum skills required for the position for each employee. Eff 3/1/2024</p> <p>2) There needs to be a development plan to meet minimum qualifications, intermediate and advanced skills. Eff 3/1/2024</p> <p><u><b>2024 Training/Development Goals:</b></u></p>
	<p><b>Human Resources Pre-Approval</b> _____</p>
	<p><b>Manager Pre-Review Approval</b> _____</p>

Verification of Review	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Sign this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature _____ Date _____	<input type="checkbox"/> <i>I Do Not Concur with this Review</i>
Manager Signature _____ Date _____  HR Signature _____ Date _____	Notes:

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<b>Section 5: Mid - Year Review</b>	<b>Question 1</b>	
	Are you on track to meet your personal and company goals this year?	
	* Employee please complete this column	
	<b>Question 2</b>	
	Is there anything AWL can do to assist you in meeting your goals?	
	* Employee please complete this column	

<b>Verification of Review</b>		
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Employee Signature _____	Date _____	<input type="checkbox"/> <i>I Do Not Concur with this Review</i>
Manager Signature _____	Date _____	Notes:
HR Signature _____	Date _____	