



EMPLOYEE PERFORMANCE REVIEW

Goal: to help the employer and employee build on the strengths of the youth and identify those areas the employee needs improvement to be more effective and efficient in his/her job.

Length: Performance Review to be completed by manager or supervisor during employee's first week; during employee's first month; within three months and upon completion of the project.

Employee Information

Date _____

Organizations Name _____

Performance Review Completed by _____
Name Title

Employee`s Name _____
First Name Last Name

Period for review:

Week 1 Week 12
Week 4 Week 20

Volunteer Bénévoles Yukon Society

Instructions: Please rate all of the following characteristics and insert any comments you may have.

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
Overall Rating					

Goals
1. Achieved goals set in previous review?
Comments:

2. Goals for Next Review Period.
Comments:
Comments and approval
Comments:

Employee Signature _____

Reviewer Signature _____

Date: _____

