



# ESP Performance Review

**Check One:**

Annual Review

Interim Review

<b>Employee Name</b>		<b>Review Date</b>	
<b>Employee Banner ID</b>		<b>Hire Date</b>	
<b>Reviewer Name</b>		<b>Time in Position</b>	

### Performance Characteristics

For each characteristic, circle the appropriate rating code and comment where appropriate.

Rating	Definition
1	Unsatisfactory
2	Needs Improvement
3	Satisfactory
4	Very Good
5	Outstanding
NA	Not Applicable

**1) Job Knowledge:** Demonstrates knowledge and skills to properly do the job.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**2) Quality of Work:** Exhibits accuracy, high quality and thoroughness.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**3) Productivity:** Maintains output consistent with the expectations of the position.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**4) Time Management/Planning:** Demonstrates ability to meet deadlines and set priorities.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**5) Responsibility:** Carries out assignments in a prompt and consistent Manner.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**6) Initiative:** Acts independently; is able to anticipate what needs to be done.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**7) Attendance:** Maintains a regular and punctual work schedule, excluding approved leaves.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**8) Verbal Communication:** Exhibits ability to communicate effectively.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**9) Written Communication:** Exhibits ability to write communications which are clear, concise and complete.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**10) Ability to Work with Others:** Maintains a helpful, positive, and knowledgeable attitude.

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**11) Over-All Job Performance Rating:** Comments (to be used if there is a need to make any other comments not covered by the above).

<b>Employee Self Rating: 1 2 3 4 5 NA</b>	<b>Administrative Rating: 1 2 3 4 5 NA</b>
Employee Comments:	Administrative Comments:

**Specific Objectives:**

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**If needed, list the program assisting the employee in achieving the potential improvements and the timetable including follow-up:**

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**Signatures**

This performance review has been completed and I have reviewed this completed form with my evaluator.\*

_____ Signature - Employee	_____ Date
_____ Signature - Supervisor	_____ Date
_____ Signature - Next Level Supervisor	_____ Date

This completed form is to be forwarded to the Human Resources Department within ten (10) days after the interview for inclusion in the personnel file.

\*Signature does not necessarily indicate agreement or disagreement.