

## SAMPLE EMPLOYEE REVIEW FORM

Many employers have forms which they use to conduct annual, biannual, or monthly reviews of their employees. These forms can be important documents if you decide to terminate an employee for poor performance because the forms may provide evidence that problems existed with the employee. If you are an employer, and you don't have a form for this purpose, the following sample employee review form may come in handy as you develop a form to suit your business. Most of the form can be filled out in advance before you actually sit down with the employee to review his or her performance. If you are an employee, reviewing this sample form may give you an idea of what you can expect in a review situation.

### **Basic Information**

Date of Review: \_\_\_\_\_

Time Review Meeting Commenced: \_\_\_\_\_

Name of Reviewing Individual: \_\_\_\_\_

Other Individuals Present: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employee: \_\_\_\_\_

Job Position/Title: \_\_\_\_\_

Name of Employee's Immediate Superior \_\_\_\_\_

Date of Employee's Hire: \_\_\_\_\_

Length of Time with Company at Review: \_\_\_\_\_ years \_\_\_\_\_ months

Date of Last Review: \_\_\_\_\_

Elapsed Time Since Last Review: \_\_\_\_\_ years \_\_\_\_\_ months

**Areas for Review (mark as excellent/good/fair/poor/unacceptable)**

Attendance: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Punctuality: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attitude: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Level: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appearance (if relevant to the job position): \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reliability: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Performance: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Areas in Which Employee Excels:** \_\_\_\_\_

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**Areas in Which Employee Needs Improvement:** \_\_\_\_\_

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**Verbal Warnings Since Last Review** (including date and reason for warning): \_\_\_\_\_

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**Written Warnings Since Last Review** (including date and reason for warning): \_\_\_\_\_

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**Total Warnings Since Last Review:** \_\_\_\_\_ (number)

**Salary/Wage Increase** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**Concerns of Employee** \_\_\_\_\_

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### **Acknowledgments**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewing Individual

\_\_\_\_\_  
Date

**Copies**

Copy Placed in Employee's Personnel File \_\_\_\_\_  
Date

**OR**

Copy Provided to Employee \_\_\_\_\_  
Date