

Performance Review

Review Title: **Bold**
 Employee Name: **JONATHAN SANDERS**
 Department: **ADMINISTRATION (1)**
 Job Title:
 Review Period: **4/1/2012 to 3/1/2013**
 Completion Date: **3/21/2013**

Technical Knowledge - Weight: 10%	
A	
Demonstrates technical knowledge in the assigned area. Score: 3.00 Effective - Effective	
B	
Demonstrates product knowledge in the assigned area. Score: 3.00 Effective - Effective	
C	
Demonstrates overall product knowledge. Score: 3.00 Effective - Effective	
D	
Understands and assists others within the area of responsibilities. Score: 4.00 Commendable - Commendable	
E	
Keeps abreast of developments in field of responsibility & works to enhance job knowledge. Score: 4.00 Commendable - Commendable	
F	

Makes effort to and understands customer's needs and general industry knowledge. Score: 4.00 Commendable - Commendable	
Comments	
Score: n/a Comments:	
Organizational Skills - Weight: 10%	
A	
Demonstrates good planning and thought processes before starting a project. Score: 4.00 Commendable - Commendable	
B	
Keeps Manager/Team leader well informed about current status through written and verbal means. Score: 4.00 Commendable - Commendable	
C	
Adequately maintains and tracks written or verbal commitments to others. Score: 4.00 Commendable - Commendable	
Comments	
Score: n/a Comments:	
Quality - Weight: 10%	
A	
Work is Accurate, Complete, and thorough. Score: 4.00 Commendable - Commendable	
B	
Can maintain high quality of work and keep focused on primary objectives, whilst able to adapt to	

other demands.

Score:
3.00

Effective - Effective

C

Provides accurate documentation of work processes.

Score:
4.00

Commendable - Commendable

D

Work produces value relative to the position.

Score:
4.00

Commendable - Commendable

E

If mistakes are made does the employee learn from them or are the same mistakes repeated.

Score:
4.00

Commendable - Commendable

Comments

Score:
n/a

Comments:

Quantity - Weight: 10%

A

Produces an appropriate amount of work while maintaining an acceptable accuracy level.

Score:
4.00

Commendable - Commendable

B

Work is completed in a cost-efficient manner without excessive expenditures.

Score:
4.00

Commendable - Commendable

C

Demonstrates initiative with assignments in context with the position.

Score:
5.00
Exceptional - Exceptional

Comments

Score:
n/a
Comments:

Judgment and Decision Making- Weight: 10%

A

Conceptual approach to problem solving effectively identifies problems and solutions.

Score:
4.00
Commendable - Commendable

B

Decisions are consistently sound, based on systematic analysis of pertinent information and the effect of the decision on all parts of the organization/customers.

Score:
4.00
Commendable - Commendable

C

Recognizes priorities, interprets the relative significance of issues or problems needing resolution.

Score:
4.00
Commendable - Commendable

Comments

Score:
n/a
Comments:

Communications- Weight: 10%

A

Interpersonal relationships: maintains positive working relationships inside and outside the Company, firm yet diplomatic.

Score:
3.00
Effective - Effective

B

Communication skills are effective: e.g., articulate, organized, and to the point.

Score:
3.00
Effective - Effective

C

Keeps appropriate parties informed – e.g. peers, supervisors - informed of relevant information, such as problems.

Score:
4.00
Commendable - Commendable

D

Is able to take direction where appropriate, but is also able to express personal views in a constructive manner.

Score:
4.00
Commendable - Commendable

E

Is able to resolve conflict in the workplace with any staff reporting to you in a constructive manner.

Score:
n/a
n/a

F

Is able to resolve conflict in the workplace with peers you work with in a constructive manner.

Score:
3.00
Effective - Effective

Comments

Score:
n/a
Comments:
We have discussed communication in the past. I believe Jonathan has improved in this area over the last several months.

Commitment- Weight: 10%

A

Dependable; work assignments are completed as required, regardless of circumstances.

Score:
4.00
Commendable - Commendable

B
 Adaptable; accepts changes in responsibilities, including additional work assignments.
Score:
 4.00
 Commendable - Commendable

C
 Punctual; Arrives for work on time and starts in a timely manner, and has no excessive absences.
Score:
 4.00
 Commendable - Commendable

D
 Above and Beyond; makes a consistent effort to go above and beyond the minimum requirements of the position.
Score:
 4.00
 Commendable - Commendable

E
 Having agreed on a direction of work, will stay committed to the original plan.
Score:
 4.00
 Commendable - Commendable

Comments

Score:
 n/a
Comments:

Initiative- Weight: 10%

A
 Completes work assignments with a minimum amount of supervision or direction.
Score:
 4.00
 Commendable - Commendable

B
 Where necessary identifies and develops alternative solutions, procedures, or methods to meet problems or assignments.
Score:
 4.00
 Commendable - Commendable

C	Maintains ownership and accountability for accomplishing work assignments. Score: 5.00 Exceptional - Exceptional
Comments	
Score: n/a Comments:	
Leadership - Weight: 10%	
A	Work reflects a high degree of integrity and reliability. Score: 4.00 Commendable - Commendable
B	Provides guidance and assistance to others, earning the respect of fellow employees. Score: 4.00 Commendable - Commendable
C	Endorses, promotes, and defends business decisions. Score: 4.00 Commendable - Commendable
D	Supports the Company's commitment to Affirmative Action and Equal Employment Opportunity in the Workplace. Score: 5.00 Exceptional - Exceptional
Comments	
Score: n/a Comments:	
Feedback - Weight: 10%	

A

Does the employee feel they have enough information and/or resources before starting a project or piece of work?

Score:
3.00

Effective - Effective

B

Does the employee feel they need more training in specific areas, if so what are those areas?

Score:
3.00

Effective - Effective

C

What can the management do to help improve the basic working processes within the organization.

Score:
3.00

Effective - Effective

D

How do you rate the working environment?

Score:
4.00

Commendable - Commendable

E

How do you rate the work challenges?

Score:
4.00

Commendable - Commendable

F

How do you rate the social environment, both inside and outside work?

Score:
3.00

Effective - Effective

F

How do you rate the social environment, both inside and outside work?

Score:
n/a

n/a

G

Any other general issues or comments that you would like to make management aware of?

Score:

n/a

n/a

Comments

Score:

n/a

Comments:

B. Additional training required in MediaGateway, HA. (more time for training and learning)

C. Additional employees.

E. Enjoys the challenges.

G. The management structure should be enhanced to give departments heads more leeway including a budget. I would like to see sole power removed from the president of the company.

Scoring Summary

Section	Section Weight	Raw Average	Weighted Average
Technical Knowledge	10	3.50	0.35
Organizational Skills	10	4.00	0.40
Quality	10	3.80	0.38
Quantity	10	4.33	0.43
Judgment and Decision Making	10	4.00	0.40
Communications	10	3.40	0.34
Commitment	10	4.00	0.40
Initiative	10	4.33	0.43
Leadership	10	4.25	0.42
Feedback	10	3.33	0.33

Total Score **3.88**

Employee Comments:

Supervisor Comments:

Mutual Goals for Coming Year	Target Date

Employee's Signature

Date

Supervisor's Signature

Date

Other Management Approval

Date