

Performance Review

Purpose

This template provides a worksheet for use to capture information about an employee's performance assessment. Regular performance reviews are critical to maintaining the overall productivity of your staff. Managers who avoid performance issues ultimately decrease employee morale, decrease credibility of management, decrease the organization's overall effectiveness, and unnecessarily waste time and resources.

Worksheet

Use a standardized review form with which both you and your employees can become familiar. When filling the performance dimensions to be assessed, include responsibilities from the job description, any assigned goals from the strategic plan, as well as needed skills and behaviors for the defined job/role.
