

Admin Review Form

Employee Management Resource

Name: _____ Period Covered: _____

Date of Hire: _____ Date of Review: _____

Current Pay Rate _____ Reviewed by: _____

Rate these items on a scale of 1-10 (1-3=poor, 4-6=satisfactory, 7-9=good, 10=excellent)

Communication	1 2 3 4 5 6 7 8 9 10
Cross-training	1 2 3 4 5 6 7 8 9 10
Technical skills	1 2 3 4 5 6 7 8 9 10
Attendance & punctuality	1 2 3 4 5 6 7 8 9 10
Problem-solving & decision making	1 2 3 4 5 6 7 8 9 10
Attitude	1 2 3 4 5 6 7 8 9 10
Personal appearance	1 2 3 4 5 6 7 8 9 10
Overall job satisfaction	1 2 3 4 5 6 7 8 9 10

Crucial areas of endpoint responsibility are:

1. _____ score _____
2. _____ score _____
3. _____ score _____
4. _____ score _____
5. _____ score _____

Rating is on a 5 point scale

1= rarely meets expectations (<25%)

2=sometimes meets expectations (25%-75%)

3=consistently meets expectations (75%-100%)

4=sometimes exceeds expectations (100%-125%)

5=frequently exceeds expectations (125%-150%)

Comments:

Additional comments:

Signature: _____, on _____
(employee) (date)

Supervisor/Manager Signature: _____