

# Hourly Performance Review

The purpose for the performance review is to: Develop better communication between the employee and supervisor; Improve the quality of work; Increase productivity; and Promote employee development.

Employee Name	<input type="text"/>	Year	<input type="text"/>
Job Title	<input type="text"/>		
Date of Hire	<input type="text"/>	Supervisor	<input type="text"/>
<input type="radio"/> Annual Review	<input type="radio"/> 90 Day Review	Review Period	<input type="text"/> TO <input type="text"/>

## General Factors

	Outstanding	Exceeds Expectations	Meets Expectations	Improvement Needed
1. <b>Quality</b> - An employee's work is completed thoroughly and correctly following established processes and procedures. Specific Examples / Comments: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. <b>Productivity / Independence / Reliability</b> - Ability to work independently with little or no direction/ follow-up to complete tasks / job assignment. Specific Examples / Comments: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. <b>Job Knowledge</b> - Demonstrates and understands the work instructions, processes, equipment and materials required to perform the job. Specific Examples / Comments: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. <b>Cooperation / Commitment</b> - Willingness to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly and takes responsibility for own performance and job assignments. Specific Examples / Comments: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. <b>Attendance</b> - Observes prescribed work break/meal periods and has an acceptable overall attendance record. Specific Examples / Comments: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>