

# Solar-Tek Performance Review

Employee Name \_\_\_\_\_



## PERFORMANCE AVERAGE SCORES

41-50 OUTSTANDING  
 31-40 EXCEEDS EXPECTATIONS  
 21-30 MEETS EXPECTATIONS  
 11-20 BELOW EXPECTATIONS  
 00-10 UNSATISFACTORY

10% PAY INCREASE IN MONTHLY SALARY  
 5% PAY INCREASE IN MONTHLY SALARY  
 2% PAY INCREASE IN MONTHLY SALARY  
 1 MONTH RE-EVALUATION TO IMPROVE FOR 1% PAY INCREASE  
 1 MONTH RE-EVALUATION TO IMPROVE OR WILL BE DEMOTED OR TERMINATED

PERFORMANCE CRITERIA	00-10 Unsatisfactory	11-20 Below Expectations	21-30 Meets Expectation	31-40 Exceeds Expectations	41-50 Outstanding	Employee	Supervisor
<b>Quality of Work</b> <ul style="list-style-type: none"> <li>Neatness</li> <li>Special projects</li> <li>Follows instructions &amp; fulfills responsibilities</li> </ul>	Sloppy work . Poor work . Frequently dose not complete work .	Frequently can not be relied on to complete any work.	Minor errors but work is done . Work is generally always completed and on time .	Work is usually done well . Always can be counted on to do a good quality work .	Outstanding effort , always on time . High quality of work at all time no reviewing is necessary .		
<b>Quantity of Work</b> <ul style="list-style-type: none"> <li>Ability to complete entire tasks</li> <li>Organization of time and workload</li> <li>On task</li> </ul>	Can't complete tasks with a deadline . Dose not use time wisely . Generally lazy .	Works at a slow rate . Dose not waste time on personal matters .	Works at a normal pace Consistently completes tasks Stays on task and completes work .	Uses time wisely and often completes it ahead of schedule Can always be counted on .	Always completes tasks ahead of deadline Works faster than others .		
<b>Attendance and Punctuality</b> <ul style="list-style-type: none"> <li>Degree of tardiness</li> <li>Degree of absenteeism</li> </ul>	Had more than 3 tardies /absences	Had more than 2 tradies / absences	No more than 1 tardy / absence throughout a 5 month period	Mostly on time and rarely absent	Never tardy or absent		
<b>Initiative</b> <ul style="list-style-type: none"> <li>Willingness to learn</li> <li>Acceptance of responsibility</li> <li>Takes action on there own when appropriate</li> </ul>	Cannot be counted on to do any work .	Requires coaching , extra help and/assistance most of the time	Completes all tasks independently with little or no encouragement .	Seeks out improvement , finds thing to do without being told .	Resourceful. Always tries to find new things for the company .		
<b>Interpersonal Skills</b> <ul style="list-style-type: none"> <li>Resolves conflicts</li> <li>Cooperates with others</li> <li>Contributes to team effort &amp; spirit</li> </ul>	Makes little or no effort to be part of the department	Generally gets along with others , failed to cooperate & support the department & company when needed	Tries to maintain working relationships with others. Always supportive	Enthusiastic team worker . Positive attitude to contribute to team effort.	Positive attitude to motivate others. Always an outstanding team player . Extraordinary ability work .		
Comments:						Score:	

Recomendation \_\_\_\_\_

Evaluation Period \_\_\_\_\_

Signiture of Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_