

CTK Staff Review

Name:	For the year:
Supervisor:	Date of review:

Section 1: Job Performance		
Employee	Supervisor	<ol style="list-style-type: none"> 1. <i>Employee rates self and sends to supervisor.</i> 2. <i>Supervisor adds ratings.</i> 3. <i>Employee and supervisor meet to discuss review and agree upon goals for coming year.</i> 4. <i>Copies are made so employee, supervisor, and Network Resources get completed, signed review.</i>
		<p>JOB KNOWLEDGE (knowledge of duties and responsibilities of position)</p> <p>9-10 Has completely mastered job, strives to learn more/improve job skills. 7-8 Understands all phases of work, most job duties mastered. 5-6 Has adequate grasp of job requirements, able to learn new aspects of job. 3-4 Lack knowledge of some phases of work. 1-2 Unable to complete job duties, poor understanding of job.</p> <p>Comments:</p>
		<p>QUALITY (correctness, completeness, and accuracy of work duties performed)</p> <p>9-10 Consistently thorough and accurate with minimum supervision. Performs beyond scope of requirements. 7-8 Requires little supervision, is exact and precise most of the time, makes few errors. 5-6 Work quality is of a consistent and satisfactory level: complete and having few errors. 3-4 Makes more errors than average, final product often needs revision or correction. 1-2 Makes frequent and recurrent errors.</p> <p>Comments:</p>
		<p>EFFICIENCY (amount of work done during work hours, ability to complete work within time allowed)</p> <p>9-10 Produces consistently high volume of work, extremely productive and fast. 7-8 Volume of work frequently above that expected. 5-6 Volume of work meets job requirements. When situation requires, production increases. 3-4 Volume of work is generally below what is expected, does just enough to get by. 1-2 Minimum requirements not met, volume of work generally unsatisfactory.</p> <p>Comments:</p>
		<p>RESPONSIBILITY & DEPENDABILITY (willingness to take on assignments and follow through)</p> <p>9-10 Requires minimum of supervision, seeks additional responsibility, very reliable. 7-8 Reliable, requires little supervision, carries through effectively. 5-6 Usually takes care of necessary tasks and completes with reasonable promptness. 3-4 Frequently requires prompting, often fails to meet deadlines. 1-2 Unreliable, requires close supervision, does not accept responsibility.</p> <p>Comments:</p>

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		<p>ATTENDANCE & PUNCTUALITY (conformity to work hours, timely attendance at meetings)</p> <p>9-10 Superior attendance and promptness. Always dependable.</p> <p>7-8 Very prompt, show responsibility toward regular attendance.</p> <p>5-6 Usually present and on time. Generally reliable.</p> <p>3-4 Lax in attendance or reporting time. Allows personal factors to interfere.</p> <p>1-2 Fails to consider others, not courteous, lacks understanding. Comments:</p>
		<p>INTERPERSONAL RELATIONS WITHIN STAFF (with fellow employees)</p> <p>9-10 Goes out of the way to promote good interpersonal relations. Very cooperative.</p> <p>7-8 Effectively handles difficult interpersonal relations.</p> <p>5-6 Adapts self to others and to most situations, seeks guidance when needed.</p> <p>3-4 Sometimes rigid and defensive, detracts from good working environment, less effective than required by job</p> <p>1-2 Fails to consider others, not courteous, lacks understanding of others.</p> <p>Comments:</p>
		<p>INTERPERSONAL RELATIONS OUTSIDE OF STAFF (effectiveness of communication with others)</p> <p>9-10 Goes out of the way to promote good interpersonal relations. Very cooperative.</p> <p>7-8 Effectively handles difficult interpersonal relations.</p> <p>5-6 Adapts self to others and to most situations, seeks guidance when needed.</p> <p>3-4 Sometimes rigid and defensive, detracts from good working environment, less effective than required by job</p> <p>1-2 Fails to consider others, not courteous, lacks understanding of others.</p> <p>Comments:</p>
		<p>EFFECTIVE USE OF TIME (ability to organize, prioritize, schedule, and complete tasks)</p> <p>9-10 Extremely capable in coordinating tasks in changing situations.</p> <p>7-8 Plans skillfully. Handles unusual situations.</p> <p>5-6 Completes assignments within time expected. Meets schedules.</p> <p>3-4 Difficulty in determining priority and schedule of duties.</p> <p>1-2 Ineffective in routine tasks. Cannot plan or schedule effectively.</p> <p>Comments:</p>

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		<p>INITIATIVE (origination and development of vital job procedures)</p> <p>9-10 Develops new ideas and methods to improve quality of results. 7-8 Seeks additional knowledge pertaining to job. 5-6 Follows formal instructions as necessary. 3-4 Shows little interest in current practices related to job. 1-2 Lacks demonstrated interest in gaining new knowledge.</p> <p>Comments:</p>
		<p>GOALS & EFFECTIVENESS (ability to complete goals and attain objectives)</p> <p>9-10 Outstanding – consistently exceeds the highest expectations. 7-8 Highly Effective – consistently exceeds expectations. 5-6 Meets Expectations – attains expectations. 3-4 Below Expectations – Produces less than needed results. 1-2 Unsatisfactory – Fails to achieve minimal expectations.</p> <p>Comments:</p>
		<p>ATTITUDE & PRESENTATION (amount of interest, enthusiasm, and positive intent displayed)</p> <p>9-10 Exceptionally positive and favorable presentation to all people. 7-8 Very positive representation and enthusiasm. 5-6 Good attitude, satisfactory representation and enthusiasm. 3-4 Attitude poor in some respects, presentation needs improvement. 1-2 Poor attitude and unfavorable presentation.</p> <p>Comments:</p>
		<p>LOYALTY (amount of support for CTK’s purpose)</p> <p>9-10 Extremely loyal to the people and purpose of CTK. 7-8 Very loyal to CTK’s people and purposes. 5-6 Generally supportive of CTK’s people and purposes. 3-4 Somewhat unsupportive or uninvolved. 1-2 Lacks loyalty and support for CTK’s purpose.</p> <p>Comments:</p>

Section 2: Goals & Objectives	
Summary of main objectives for your position during the past year.	
Strengths to build on.	Supervisor comments:
Areas to work on.	Supervisor comments:
Give a brief summary of your goals and objectives for the coming year.	
What do you need from your supervisor to reach your goals?	
Section 3: Overall Evaluation (to be completed by supervisor)	
<p>Outstanding – Superior performance; consistently shows initiative and produces highest quality work.</p> <p>Highly Effective – Performance is commendable and above normal expectations and standards.</p> <p>Meets Expectations – Performance is satisfactory and meets job standards and expectations.</p> <p>Below Expectations – Performance is generally less than satisfactory and requires improvement.</p> <p>Unsatisfactory – Performance is consistently unsatisfactory and requires immediate improvement for the employee’s retention.</p>	
Other comments:	
Mutually understood goals:	
Signatures – to be signed at the conclusion of review	
Employee Signature :	Date:
Supervisor Signature:	Date:

After review is complete, make 3 copies.

1. Employee copy.
2. Supervisor copy.
3. Network Resources copy (send to HR@ctknr.com or PO Box 765, Burlington WA 98233).