



Name:	Today's Date:
Dept:	Position:
Review Type:	Overall Score:
Employee Signature:	Manager Signature

Performance traits: 1.0-below standards/not progressing, 2.0- do not meet all standards, 3.0- Meets standards, 4.0 – Exceeds most standards, 5.0- Meets and exceeds all standards

Performance traits	1	2	3	4	5
Professional knowledge: Technical knowledge and practical application	1. Marginal knowledge of essential job skills 2. Unable to apply knowledge to solve routine problems <input type="checkbox"/>	<input type="checkbox"/>	1. Strong working knowledge of essential job skills 2. Reliably applies knowledge to accomplish task <input type="checkbox"/>	<input type="checkbox"/>	1. Recognized expert sought out by all for technical knowledge 2. Uses knowledge to solve complex technical problems <input type="checkbox"/>
Quality of work: Standard of work, Value of end product	1. Needs excessive supervision 2. Production frequently needs reinforced 3. Works in an inefficient manner 4. Wasteful of resources <input type="checkbox"/>	<input type="checkbox"/>	1. Needs little supervision 2. Produces quality work 3. Works efficiently and in a timely manner 4. Uses resources efficiently <input type="checkbox"/>	<input type="checkbox"/>	1. Needs no supervision 2. Always produces exceptional work 3. Finishes work before allowed time frame 4. Maximizes resources <input type="checkbox"/>
Organizational climate/leadership development: Contributing to growth development, builds community within the team	1. Uninvolved with mentoring or professional development of coworkers 2. Actions counter to good order and discipline 3. Demonstrates exclusionary behavior <input type="checkbox"/>	<input type="checkbox"/>	1. Actions adequately encourage/support personal/professional growth in coworkers 2. Demonstrates appreciation for contributions of good order 3. Is an active team member <input type="checkbox"/>	<input type="checkbox"/>	1. Proactive leader / exemplary mentor. Fully contributes to coworkers personal/professional growth 2. Initiates support to achieve exceptional culture and organizational climate 3. Helps develop team cohesion by valuing all team members <input type="checkbox"/>
Company Bearing/character: Appearance, conduct, fitness, adherence to company standards	1. Consistently unsatisfactory appearance 2. Poor self-control resulting in disciplinary actions 3. Unable to meet physical standards of the job 4. Fails to live up to core values of the company <input type="checkbox"/>	<input type="checkbox"/>	1. Nice personal appearance 2. Nice conduct 3. Complies with physical readiness 4. Usually lives up to core values of the company <input type="checkbox"/>	<input type="checkbox"/>	1. Exemplary personal appearance 2. Model of excellent conduct 3. A leader in physical readiness 4. Exemplifies company core values <input type="checkbox"/>

<p>Personal job accomplishment/initiative:</p> <p>Responsibility, Quantity of work</p>	<ol style="list-style-type: none"> 1. Needs prodding to finish a job 2. Rarely completes tasks fully or on time 3. Prioritizes poorly 4. Avoids responsibility <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Productive and motivated 2. Completes tasks fully and on time 3. Plans/prioritizes effectively 4. Reliable, dependable <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Energetic self-starter 2. Completes tasks early / better than expected 3. Plans/prioritizes wisely and with exceptional foresight 4. Seeks extra responsibility and takes on the hardest jobs <p style="text-align: center;"><input type="checkbox"/></p>
<p>Teamwork:</p> <p>Contributions to team building and team results</p>	<ol style="list-style-type: none"> 1. Creates conflict unwilling to work with others puts self above the team 2. Fails to understand team goals 3. Does not take direction well <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Reinforces others efforts meets commitments to team 2. Understands goals, employs good teamwork techniques 3. Accepts and offers team direction <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Team builder, Inspires cooperation and progress 2. Focuses goals and techniques for the team 3. Best at accepting and offering team direction <p style="text-align: center;"><input type="checkbox"/></p>
<p>Leadership:</p> <p>Organizing, motivating and developing others to accomplish goals</p>	<ol style="list-style-type: none"> 1. Neglects growth/development or welfare of coworkers 2. Fails to organize, creates problems for coworkers 3. Does not set or achieve goals relevant to mission and vision of the farm 4. Lacks ability to cope with or tolerate stress 5. Inadequate communicator 6. Tolerates hazards or unsafe practices <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Effectively stimulates growth/development in coworkers 2. Organizes successfully, implementing process improvements and efficiencies 3. Sets/achieves useful, realistic goals that support the mission 4. Performs well in stressful situations 5. Clear, timely communicator 6. Ensures safety of personnel and equipment <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<ol style="list-style-type: none"> 1. Inspiring motivator and trainer. Teammates reach high levels of growth and development 2. Superb organizer, great foresight, develops process improvements and efficiencies 3. Leadership achievements dramatically further mission and vision 4. Perseveres through the toughest challenges and inspires others 5. Exceptional communicator 6. Makes team members safety conscious maintains top safety records <p style="text-align: center;"><input type="checkbox"/></p>

Comments:

Action Items:
