

Eastern Michigan University

Performance Review for:
Food Service/Maintenance (FM) Employees

TYPE OF REVIEW:

- Annual
- Probationary
- Special

Employee Name	Department Name	Classification Title	Salary Grade	Period Covered - From: To:
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A. QUALITY OF WORK: (check one)

- 1. Always accurate and thorough in adherence to instructions. Makes no errors.
- 2. Most of the time the work is of high quality. Makes minimal errors.
- 3. Is as accurate as the job requires. Most errors are kept within the department.
- 4. The work has to be checked carefully. Doesn't always follow directions.
- 5. The work is often inaccurate. Doesn't follow instructions. Errors are embarrassing to department.

SPECIFIC EXAMPLES FOR ITEM CHECKED: _____

B. QUANTITY OF WORK: (check one)

- 1. Consistently exceeds position requirements on a timely basis.
- 2. Handles heavy workload consistently within time limits. Often exceeds requirements.
- 3. Produced amount of work necessary within time limits of average speed.
- 4. With direction, will meet the minimal workload expectation. Slow in doing work.
- 5. The output is less than required. Speed in doing work not up to standard.

SPECIFIC EXAMPLES FOR ITEMS CHECKED: _____

C. DEPENDABILITY: (check one)

- 1. Completes work of high quality always before due and with limited supervision.
- 2. Can be counted upon for an accurate, timely job with minimal supervision most of the time.
- 3. Meets the standards for dependability with some supervision.
- 4. Work is not complete. Needs reminders about getting things done. Needs extra supervision.
- 5. Tends to avoid work responsibility, not dependable.

SPECIFIC EXAMPLES FOR ITEMS CHECKED: _____

D. INITIATIVE: (check one)

- 1. A continual self-starter. Resourceful, creative and follows through without much supervision.
- 2. Completes the job before being asked and follows up always with some supervision.
- 3. Does what is needed, with supervision. Can be expected to follow through.
- 4. Needs encouragement to complete job; only limited follow through.
- 5. Lacks interest to do the job. Needs constant supervision.

SPECIFIC EXAMPLES FOR ITEM CHECKED: _____

E. COOPERATION (check one)

- 1. Demonstrates consistently: enthusiasm, loyalty, willingness, integrity and adaptability beyond expectation.
- 2. Demonstrates high loyalty, willingness to adapt and high integrity.
- 3. Performs as a loyal, willing employee with integrity and adaptability.
- 4. Seldom works well with others; sometimes reluctant to assist or carry out assignments.
- 5. Limited cooperation. Does not work well with others.

SPECIFIC EXAMPLES FOR ITEM CHECKED: _____

F. ORGANIZATION (check one)

- 1. Follows a definite schedule and well-defined work plan. Always makes good use of time.
- 2. Well organized; some planning and scheduling; generally makes good use of time.
- 3. Organized and makes good use of time as expected.
- 4. Limited use of time and organization; no planning or scheduling.
- 5. Poor use of time; no organization.

SPECIFIC EXAMPLES FOR ITEM CHECKED: _____

G. WORKING RELATIONSHIPS (check one)

- 1. Deals extremely well with people, consistently assists others and has positive attitude.
- 2. Works effectively with others; provides some assistance to others.
- 3. Works well with others, has acceptable attitude.
- 4. Most of the time works well with others, attitude is passive.
- 5. Has difficulty working with others, has negative attitude.

SPECIFIC EXAMPLES FOR ITEM CHECKED: _____

H. LEADERSHIP RESPONSIBILITY: (If applicable, comment on direction, motivation and training provided employee.)

I. CAREER DEVELOPMENT PLANS FOR EMPLOYEE: (if applicable) _____

OVERALL EVALUATION

Normal Universe 1 SUPERIOR 2 EXCELLENT 3 GOOD 4 BELOW AVERAGE 5 POOR
 5% 30% 50% 10% 5%

SIGNATURES	DATE	EMPLOYEE COMMENTS: Use separate sheet if more space is necessary.
Evaluator:		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
Evaluator: (please PRINT legibly)		
Department Head:		
Employee:		
Personnel Office:		

Employee's signature indicates supervisor discussed with employee. It does not necessarily indicate agreement.