

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.

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: _____
