

NAME \_\_\_\_\_ ID# \_\_\_\_\_ DIV/SEC \_\_\_\_\_

JOB CLASSIFICATION \_\_\_\_\_ GROUP \_\_\_\_\_

CURRENT JOB RESPONSIBILITIES List major responsibilities/elements in order of importance noting approximate percent of time spent for each.

TRAINING List all training, both in-house and outside, which has been completed in the past year.

**REVIEW PERFORMANCE**

Quality of Work Consider accuracy, completeness, organization, appropriateness of format, problem solving, creativity in developing better output, appropriate priorities. Comment on whether year's goals were achieved.

Quantity of Work Consider (compared to the volume of work expected under normal circumstances) amount of work accomplished, adherence to time tables/schedules, ability to set own priorities and to adjust to changing demands, efficiency (little waste, pacing, etc.).



Taking Action Independently Consider extent of supervision required, initiative taken in identifying and correcting errors, in seeking assignments when appropriate, and in expanding job knowledge.

Relationship with People Consider co-operation with others, recognition of needs of the group and treatment of others with respect and courtesy.

Work Habits Comment on how well employee observes established environment, health, and safety procedures. Consider how well employee uses and cares for tools/equipment/materials, organizes time, conforms to Lab policies/procedures, is reliable, provides appropriate feedback to supervision.

Availability for Work Consider attendance record, tardiness, abuse of breaks, acceptance of overtime assignments, notification to supervisor of whereabouts.

Effectiveness of Supervision For employees with supervisory responsibilities, consider how well s/he leads, directs, utilizes, trains and develops subordinates, administers

personnel policies and procedures effectively and fairly, and contributes to administration of equal opportunity/affirmative action program.

Pertinent/Important Factors Not Listed Above (e.g. contributions to assigned committees such as Quality Assurance, ES&H, Computing, etc.)

Recommendations for Improvement of Deficiencies Comment on needed improvement for all aspects of performance mentioned above which are less than fully satisfactory.

**EMPLOYEE COMMENTS**

Completed by \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
(employee)

(The signature of the employee indicates s/he has read the review and discussed it with the supervisor.)