



EMPLOYEE PERFORMANCE REVIEW

Name:	John Keeton	Hire Date:	08/16/19
Department:	Shipping & Receiving	Evaluation Period:	3 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
			X		
Job Knowledge		X			Work on Ross
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude		X			
Initiative			X		Keep busy
Work Relations		X			
Communication Skills		X			Always communicates
Dependability	X				Very dependable
Adherence to Policy		X			
Punctuality	X				Always on time
Attendance	X				Great Attendance

Number of Unexcused Absences: 1

Eligible for Pay Raise: Yes No

Current Rate: \$13.25 + .50 = \$13.75

New Rate: \$15.25 + .50 = \$15.75 Effective Pay Period: 11/17/2019

Employee Signature:

Manager Signature:

Date Completed: _____