



HR 400 Hour Employee Performance Review

Employee Information

Name: Kevin Xiong

Date: 5/19/15

Job Title: Production Technician

Supervisor: Bryce Gode

Department: Semiconductor

Review Period | From: 2/26/15 To: 5/19/15

Ratings

5 = Excellent: Employee consistently exceeds expectations through demonstrated actions and abilities without any supervision.

4 = Good: Employee meets job requirements as well as at times exceeds expectations with little to no supervision.

3 = Satisfactory: Employee meets job requirements as defined.

2 = Needs Improvement: Employee is below the standard for meeting job requirements and needs supervision.

1 = Poor: Employee needs immediate improvement in order to continue employment with VSI. (It is suggested to place the employee on 30 day probation as well as an improvement plan with defined outcomes).

	1 = Poor	2 = Needs Improvement	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments:

Production Quantity Levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: Absent 3 days, late 5 days

Interaction with Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments:

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Employee Self Evaluation

Answer the following questions by checking the appropriate box to the right.

Strongly Disagree Disagree Neutral Agree Strongly Agree

I know what the responsibilities of my job are.

Comments:

I know who my supervisor is and what he/she is responsible for.

Comments:

I feel my workload is too heavy.

Comments:

I feel I can discuss work related problems with my supervisor.

Comments:

I feel that I am a part of a productive work team.

Comments:

I always know what my daily and weekly goals are.

Comments:

I feel I have had enough training to perform my job.

Comments:

Any other comments, questions, concerns, ideas...