



**Performance Review
(Manager to Complete)**

Employee Name: Mari Anderson Department: _____

Current Date: 9/21/18 Date of Employment: _____

Title: Recruiter

Current Evaluation Period: 90 Day

Current Evaluator Name/Title: Taylor Barsness – Recruiting Manager

Work Performance

Work Performance	1. Unacceptable	2. Fair	3. Good	4. Superior
Client Service Skills	Comments 1 2 3 4			
The ability to develop client relationships by making an effort to listen to and understand the client. The ability to anticipate and provide solutions to client needs and give high priority to client satisfaction.	Great working on the phone and with walk in candidates. Easy to speak with and understand, friendly personality and great/frequent communication with clients. Need to send the S&S report out no later than 2pm.			
Team Work Skills	Comments 1 2 3 4			
The ability to develop relationships with co-workers and to contribute to group solutions. The effort put forward to making our company a better place to work for everyone.	You work well with the rest of the team and have developed professional relationships with each team member.			
Quality of Work	Comments 1 2 3 4			
The value of work produced by the employee and the thoroughness, accuracy, neatness, and acceptability of the work completed. Ability to work under pressure and learn from previous mistakes. Accurately checking processes and tasks and handling issues in a timely manner.	You are thorough in your calls with applicants, you are accurate in your hiring process with Time and Tracker and you keep your work station neat and tidy. You are quick to respond to client inquiries which is great!			
Quantity of Work	Comments 1 2 3 4			
The quantity of work produced by the employee and accuracy and acceptability of the work completed. The ability to work at quick rates of speed, under pressure, while producing accurate outcomes.	In down time, you need to be making calls. 50+ calls should be made every day, contact manager if you need lists to call on. Even if we meet our goals before the end of the week, calls/hires should still occur through the remainder of the week.			
Judgment and Decision Making	Comments 1 2 3 4			
The ability to think logically and practically before making decisions. Use of independent thought, originality, and reasoning. Ability to prioritize work and timely implementation of workable solutions to problem. The ability to handle confidential information.	You don't require much direction, you are more than capable of thinking logically and practically before making decisions. You are good at prioritizing your time and finding legitimate solutions to problems that arise.			

Development

State the agreed upon goals to be accomplished during the next rating period. Include agreed upon actions and time frames to be observed in attaining these goals:

Goals (Improvement/Achievement)	Actions/Objectives	To Be Completed (Mo/Yr)
<ol style="list-style-type: none"> 1. 20,000 in revenue 2. 7+ hires per week 		<ol style="list-style-type: none"> 1. 1-year review 2. average 7+ hires / week by annual review

What steps can employee take to prepare for or enhance opportunities for future advancement? Include actions to be taken by reviewer to assist employee in accomplishing these steps:

Date of next performance review: _____

Signatures:



 Reviewer

9 / 21 / 18

 Date



 Employee

9 / 21 / 2018

 Date

Employee Comments: _____

(Employee to complete)

Employee Name: _____ Department: _____

Current Date: _____ Title: _____

Current Evaluator Name/Title: _____

Check appropriate answers and comments to below.

Do you understand the requirements of your job? Yes Partly No

Do you feel your training has been adequate to
Successfully complete your job? Yes Partly No

Do you have regular opportunities to discuss
your work and objectives with your manager? Yes Partly No

Would you like to have more informal meetings
with your manager than you are currently having? Yes Partly No

Do you have any skills, aptitudes, or knowledge not fully utilized in your job? _____
If so, what are they and how could they be used? _____

Is there any special help or "coaching you would like from your manager? _____

How well does your position satisfy your personal/professional goals? _____

What training, career, or future job opportunities are of interest to you? _____

Please summarize your thoughts/feelings about your employment with our company. _____

Additional remarks, notes, questions, or suggestions. _____

Employee's Signature

Date