



# HR 400 Hour Employee Performance Review

## Employee Information

Name: Perla Rodriguez Date: 12-2-14  
 Job Title: Production Tech Supervisor: Andrew  
 Department: Semi Con  
 Review Period | From: 9-17-14 To: 12-2-14

## 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"/>
Comments:					
Production Quantity Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:					
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:					
Interaction with Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:					



### HR 400 Hour Employee Performance Review Evaluation

Additional Comments:

Pay on TLa and Black Fri

Goals (as agreed upon by employee and manager)

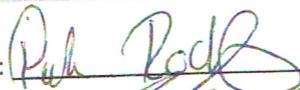
Consistent Inspection City

Outgoing Cart

Leading Inspection Trainer

Date of next review: 9-17-15

### Verification of Review

Employee Signature: 

Date: 12-2-14

Manager Signature: 

Date: 12-2-14

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.



# HR 400 Hour Employee Self Evaluation

## Employee Information

Name: Perla Rodriguez

Date: 12-2-2014

## Employee Self Evaluation

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

I know what the responsibilities of my job are.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

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

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

I feel my workload is too heavy.

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

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

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

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

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

I always know what my daily and weekly goals are.

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

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

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

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