

Performance Rater Scores for

Joe Smith

Employed in the Position of

Assistant Floor Manager




Review Date: **November 11, 2002**

***** NON-NEGOTIATED *****

Interpretation of Results

GRAPHS

The two graphs that follow summarize the results of a Performance Rating against the backdrop of three categories, Needs improvement, Meets expectation, and Exceeds Expectation. Each category, its value range and color code are given below.

Color Code	Definition	Score Range
	Needs Improvement	1 to 50
	Meets Expectation	51 to 75
	Exceeds Expectation	76 to 100

Three HIGHEST and Three LOWEST

The three highest and three lowest scored Performance factors are determined and listed for the purpose to clearly identify an individuals Strengths and Weaknesses as related to his/her Position within the organization. This data becomes the focus of the Manager for when s/he sets out to discover the 'Keys to Successful Employment' for the respective individual.

Your Company Name Goes HERE

Performance Rating for 'Joe Smith'

Job Title	Assistant Floor Manager	Reviewer's Name	DENNIS, Clayton
Department		Period	11/26/2000thru 2/26/2001

		Developmental Requirement	Meets Job Requirements	Exceeds Job Requirements
1. Job Knowledge	80			
2. Communication and Listening Skills	56			
3. Problem Solving	85			
4. Planning and Organization	63			
5. Cost Consciousness	89			
6. Judgement and Decision Making	86			
7. Initiative	60			
8. Adaptability/Maturity	47			
9. Quality/ Personal Production	81			
10. Internal Motivation	74			
11. Reliability	54			
12. Contribution to Work Environment	85			
Overall Rating	71.7	*** Meets Job Requirements ***		

Three HIGHEST Scores (in descending order)

	Interview Factor	Score	
Highest	5 . Cost Consciousness	89	*** Exceeds Job Requirements ***
	How consistently does this individual operate within budget on major projects? Is s/he always concerned about cost saving measures when responsible for day-to-day operations? Is s/he mindful of cash flow and profits when performing designated responsibilities?		
2nd Highest	6 . Judgement and Decision Making	86	*** Exceeds Job Requirements ***
	How conscientious is this individual about including the appropriate people in the decision-making process? Are her/his decisions consistently based upon solid reasoning that reflects the best interest of the company? Does s/he seek advice from others as prelude to timely decision-making?		
3rd Highest	3 . Problem Solving	85	*** Exceeds Job Requirements ***
	How affectively does this individual gather and analyze information? Does s/he avoid jumping to conclusions by exploring alternatives with corresponding solutions before making a decision? Does s/he respond to problems quickly to avoid their becoming major problems?		

Three Lowest Scores (in ascending order)

	Performance Factor	Score	
Lowest	8 . Adaptability/Maturity	47	*** Developmental Requirements ***
	How well does this individual accept criticism and feedback? Does s/he adapt well to change by readily adjusting to accommodate unexpected circumstances with competing demands? Do her/his actions reflect sound judgment that balances self-control with adaptability to company objectives?		
2nd Lowest	11 . Reliability	54	*** Meets Job Requirements ***
	How consistently do this individual's actions engender trust from fellow employees? Do her/his actions reflect professionalism and commitment to furthering the company's interests and future?		
3rd Lowest	2 . Communication and Listening Skills	56	*** Meets Job Requirements ***
	How clearly and concisely does this individual express her/himself when communicating verbally as well as in writing? Is s/he conscientious about keeping others informed in a timely manner through multiple communication vehicles? Is s/he a conscientious listener concerned about understanding all points of view?		

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Keys to Successful Employment

Goals & Objectives:

Developmental Needs:

**Supervisor/Employee
Strategies:**

Subordinate's Comments

Notes and Observations (Use the area below to record additional comments regarding this Team Member.)
