

Document Preview – This is only a portion of the entire, customizable document.

One of this company’s key values is constant improvement. By communicating and sharing the knowledge that all of us have regarding our jobs, clients, customers and other stakeholders, we can learn from each other to create a long term profitability and a pleasant, even exciting work environment.

This form asks how a fellow employee can improve their value to this company, and likewise how you or the company can improve your value to that employee. A full range of subject areas are covered. After the subject area headings, you will be given an example of some of the sub-categories that can be considered in formulating your response. Do not consider this a limitation, but merely as an example. Some areas may have little or no application to the employee being reviewed.

For each of the subject areas listed, please indicate how the employee, company, or you can improve or add value to this employee’s performance in that particular subject area. For example, you may say that John can “improve his communication skills by listening better and by speaking louder, especially during group meetings.” Or, you may say that John, who is an engineer, can improve his customer services skills by “establishing a better relationship with the sales team by having monthly meetings.” Or you may say that “John can help bring in new clients by giving speeches on how to protect computer access.” In the last example, you may also add that “the company can support John’s effort by allowing him to use some of the audio-visual equipment maintained by the sales department.”

Be honest, positive, understanding and most of all, think about how the employee can improve. Try not to be vague. Cite specific suggestions and examples. If you believe the employee has shortcomings, focus on the conduct, not on the person.

Should you have any questions about the use of this form, please don’t hesitate to contact your supervisor or the human resources department. You are to turn in this form within two weeks from today.

Reviewer’s Name: _____

Reviewer’s Position: _____

Employee Name: _____

Employee Position: _____

Length of Exposure to Employee’s Work Performance: _____

Describe what you consider to be the 3 most important functions of the employees’ job:

1. _____
2. _____
3. _____

HOW CAN THIS EMPLOYEE IMPROVE IN THE FOLLOWING AREAS:

1. CUSTOMER SERVICE	(Focus on customer needs, problem solving, exceeding customer expectations)
2. QUALITY CONTROL	(Accuracy, neatness, thoroughness, precision, exceeds quality benchmarks, seeks constant improvement)
3. PRODUCTIVITY & PROFITABILITY	(Quantity of work, time and resource management, adaptability, flexibility, ability to meet deadlines)

Sample Preview