**Auburn University**

Trades Performance Review Form

# Employee Last Name\* [Abstract] First Name\*

# Employee Banner ID#\*      Department\*

## Employee in a Job Family?\* [ ]  Yes [ ]  No Job Title\*

## Rating Period (Year)\* [Status] Current Hire Date\*

## Supervisor Banner ID#[[1]](#footnote-1)\*      Supervisor Name\*

Type of Review: [ ] Interim Review [ ] Annual Review

| Rating Scale |
| --- |

1 - Does NOT Meet Expectations (Supervisor comments required – 2 specific examples)
2 - Meets Most Expectations/Developing in Role (Supervisor comments required – 2 specific examples)
3 - Meets Expectations
4 - Meets Expectations while Exceeding Several (Supervisor comments required – 2 specific examples)
5 - Exceeds All Expectations (Supervisor comments required – 2 specific examples)
N/A - Not Applicable

| I. Job Knowledge/Job Skills Rating |
| --- |

1. Consistently demonstrates knowledge to perform assigned tasks -
2. Consistently demonstrates skills needed to perform assigned tasks -
3. Demonstrates willingness to acquire new skills/increase knowledge and expertise -

**OVERALL**: -

**COMMENTS**:

| II. Productivity Rating |
| --- |

1. Consistently completes expected quantity of work -
2. Completes work with high quality (neatly and accurate) -
3. Completes work on time -
4. Works satisfactory under pressure -
5. Works satisfactory without constant supervision -
6. Shows initiative -
7. Consistently demonstrates a positive attitude towards work both verbally
 and non-verbally -

**OVERALL**: -

**COMMENTS**:

| III. Dependability/Reliability Rating |
| --- |

1. Can be relied upon consistently to complete assigned tasks -
2. Works regularly as scheduled -
3. Uses sick and/or vacation leave appropriately -
4. Consistently observes work hours responsibly -
(Consider the beginning and ending of the work day, lunches and breaks)
5. Consistently adheres to departmental uniform requirement -
6. Consistently presents professional appearance -
7. Keeps personal telephone calls and visits to a minimum -

**OVERALL**: -

**COMMENTS**:

| IV. Interpersonal Skills Rating |
| --- |

1. Works well with co-workers -
2. Works well with other members of the University Community -
3. Works well with supervisor -
4. Performs duties with courtesy and tact -
5. Maintains appropriate grooming and hygiene -

**OVERALL**: -

**COMMENTS**:

| V. Safety Rating |
| --- |

1. Consistently works in a safe manner -
2. Operates tools and equipment using appropriate safety procedures -
3. Identifies & effectively communicates work safety issues -

**OVERALL**: -

**COMMENTS**:

| VI. Leadership and/or Supervisory Potential (mark only applicable areas) Rating |
| --- |

1. Demonstrates ability to train or guide others -
2. Demonstrates ability to lead a crew of co-workers -
3. Demonstrates ability to manage and schedule work -
4. Demonstrates ability to communicate and keep co-workers informed -
5. Implements department policies and procedure -
6. Takes prompt action to resolve job and performance problems -

**OVERALL**: -

**COMMENTS**:

| Overall Rating (See Rating Scale on Page One) |
| --- |

-

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| --- |
| Supervisor Performance Comments:       |

**Performance Review Approval Signatures**

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (Second Level Review) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Review Conducted**

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature indicates that my supervisor and I have discussed the contents of this document. It does not necessarily mean that I agree with the results.

Are additional documentation attached? [ ] Yes [ ] No Number of pages attached?

END OF REVIEW

1. [↑](#footnote-ref-1)