



Employee Performance Review

Review Date: Current Pay Scale:

Employee First: Last:

Department:

Position:

Date Hired: Time In Position:

Sick Days Since Last Reviewed: Last Reviewed:

Rating Supervisor:

Employee's Job Description

To provide customer service and technical support to registered users of Deneba Software products via mail or telephone. This includes processing upgrades, master disk updates, troubleshooting and providing solutions to technical problems.

Objectives This Quarter

Rating Scale

1

Consistently outstanding performance.

2

Performance well beyond normal job requirements.

3

Performance fully meets job requirements.

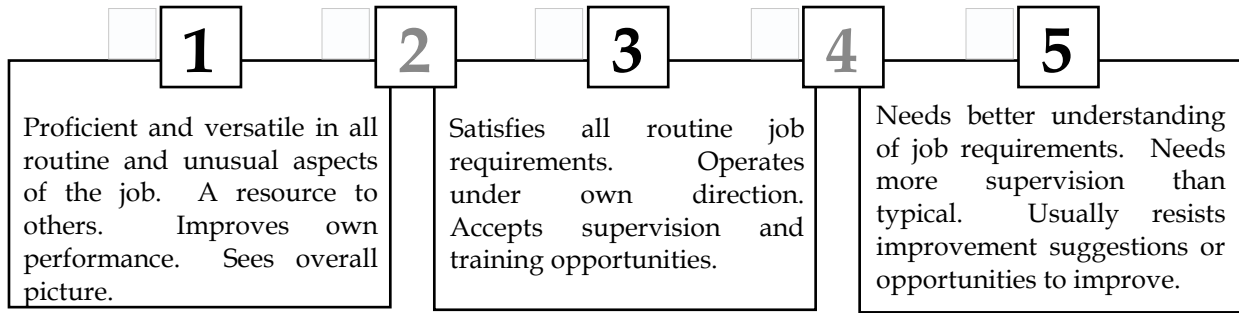
4

Performance does not fully meet job requirements and needs improvement.

5

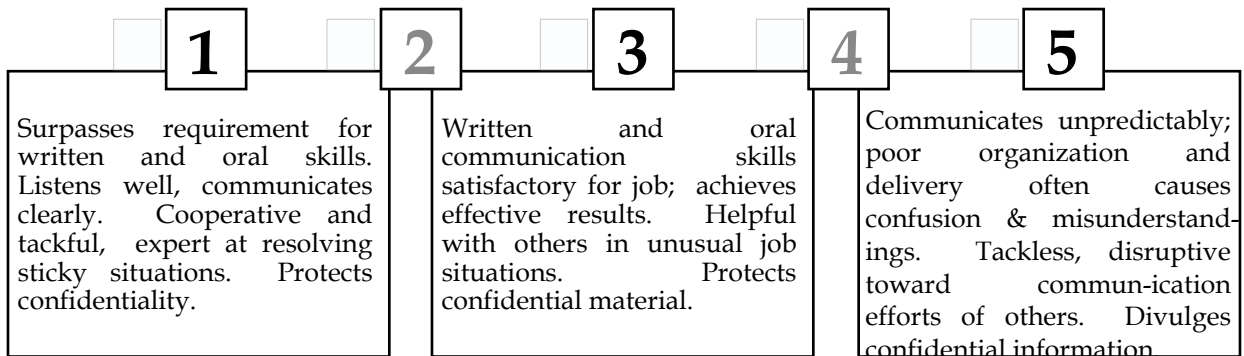
Performance far below minimum requirements and requires immediate improvement.

Job Knowledge & Skills



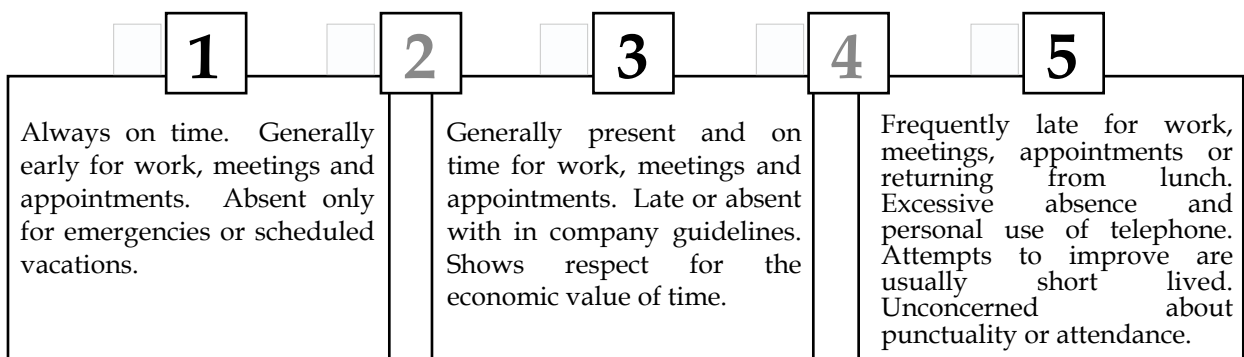
Comments:

Communication & Cooperation



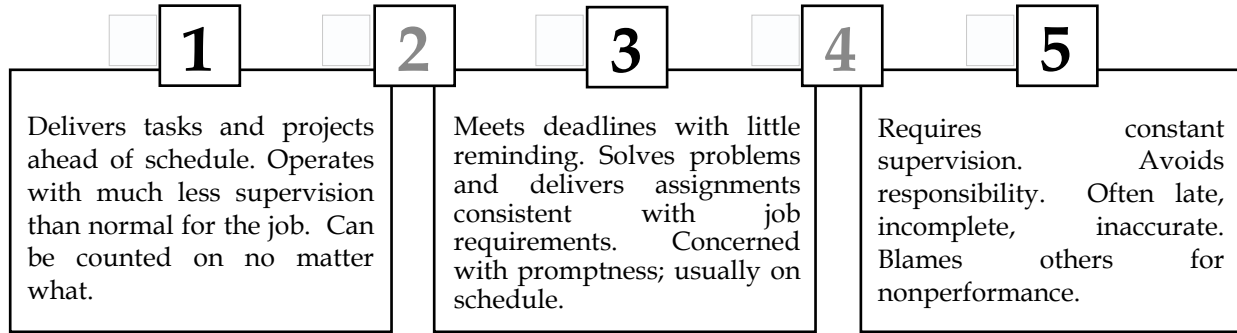
Comments:

Attendance & Punctuality



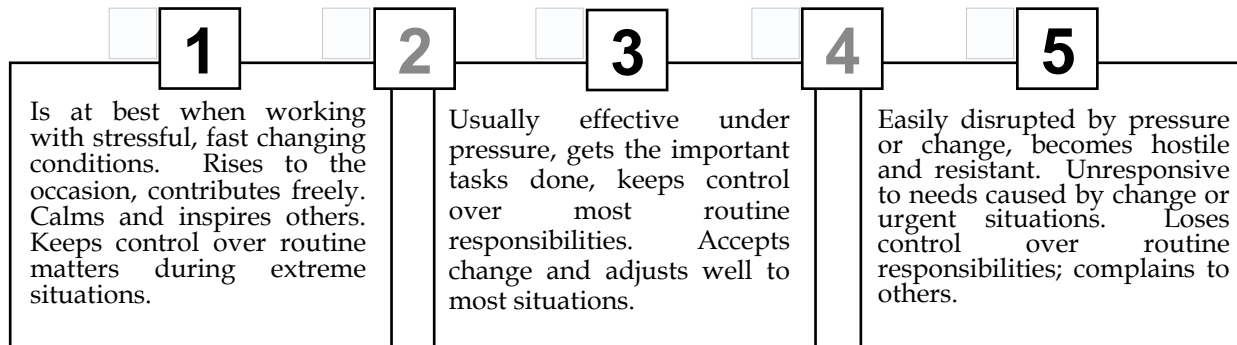
Comments:

Dependability



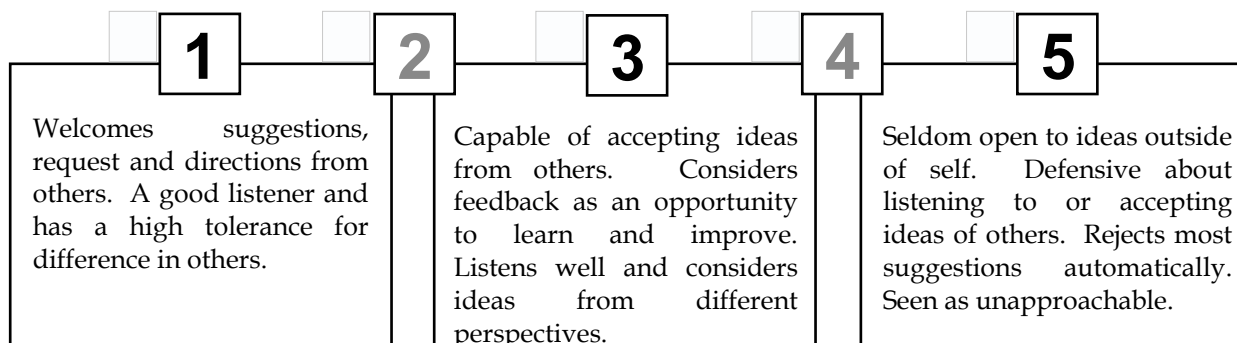
Comments:

Dealing With Stress & Change



Comments:

Receptiveness



Comments:

Over All Performance

 1 **2** **3** **4** **5**

Comments:

Employee Acknowledgment of Review

I have reviewed all sections of this performance review with my supervisor and I have been advised of my performance status.
My observations and comments about it are:

Employee: _____ Date: _____

Supervisor: _____ Date: _____