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Employee:

Title:

Today's Date:

Briefly label your current job responsibilities:

From one to five what are the top 5 job requirements?

- 1.
- 2.
- 3.
- 4.
- 5.

1. Responsibilities to customers:

2: Responsibility to management:

3. Responsibilities toward other employees:

Functions

Planning:

Organizing:

Ordering:

Creativity:

Time Management

Are you on time?

How well do you manage your time?

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Where does the time go?

Prioritizing, to-do list, Delegation

Interruptions: phone calls

Procrastination

Crises / stressors

Communication

How well do you communicate?

Verbal / non verbal communication skills and innuendo

Using the phone / transferring / product familiarity:

Current assessment

Strengths:

Areas of improvement:

Overall performance in this position: