

“Given the many things that business can’t control, from the uncertain state of the economy to the unpredictable actions of competitors, you’d think companies would pay attention to the one thing they can control – the quality of their people. An organization’s human beings are its most reliable resource for generating results year after year. Their judgments, experiences, and capabilities make the difference between success and failure.”

Execution: The discipline of getting things done. Larry Bossidy & Ram Charan

Packard’s Law: “No company can grow revenues consistently faster than its ability to get enough of the right people to implement that growth.”

David Packard, co-founder of the Hewlett-Packard Company

“There are going to be times when we can’t wait for somebody. Now you’re either on or off the bus.”

The Electric Kool Aid Acid Test. Tom Wolfe

“If you have to do others’ jobs for them, then you’re not doing yours or you’re working way too hard.”

Adam Gloss

- **Unsatisfactory**: Consistently does not meet expectations, Inadequate
- **Competent** : Consistently demonstrates acceptable performance in this area.
- **Commendable** :Consistently meets expectations, while demonstrating occasional ability to exceed expectations
- **Outstanding**: Consistently exceeds expectations in his/her performance in this area.

Bel-Red Energy Solutions

PERFORMANCE RATING FORM

NAME: _____ JOB TITLE: _____

SUPERVISOR: _____ DEPARTMENT: _____

HIRE DATE: _____ REVIEW DATE: _____ DATE OF LAST REVIEW: _____

1. Integrity – Respect others. Do what is right.

How would you rate this employee’s interactions with customers, team members, administrative staff and management? Do they demonstrate respect for others? Do they make sound decisions based on doing what is right, balancing the needs of the customer, team members, and the company?

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: *Enter your narrative here*

2. Innovation – Overcome challenges with creativity.

How would you rate this employee’s ability to solve problems? Do they seek out solutions to existing problems using their own creativity, or available internal resources? Are they proactive in working to avoid future problems? Do they contribute to the overall effectiveness and efficiency of their team and the company as a whole?

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: *Enter your narrative here*

3. Delight – Exceed Expectations. Create memorable experiences.

How would you rate this employee’s interactions with customers, team members, administrative staff and management? Do they find ways to create positive, memorable experiences? Do they go above and beyond to exceed expectations?

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: *Enter your narrative here*

4. Development – Invest in personal and professional growth.

How would you rate this employee’s commitment to growth? Do they independently seek out new knowledge and skills from a variety of sources? Are they attentive to training and development programs that are offered to them by the company? Do they apply newly acquired skills and knowledge to improve their performance, and the performance of the company?

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: *Enter your narrative here*

5. Unity – Teamwork is the source of our strength.

How would you rate this employee’s interactions with team members, administrative staff and management? Do they make themselves available to provide assistance and support when needed? Do they share their knowledge and skills for the benefit of other team members? Do they demonstrate appreciation for the contributions of others?

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: [Enter your narrative here](#)

6. Job knowledge - Skills

How would you rate the employee with respect to the knowledge of all related background subjects, policies, procedures and guidelines, as well as possession of the necessary skills required to adequately perform the duties? Circle below your evaluation of the level of job knowledge and skills demonstrated by the employee.

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: [Enter your narrative here](#)

7. Quality of work - Accuracy

How would rate the employee with respect to neatness, accuracy, completeness, and ability to finish on time? Also, is the employee able to detect errors and correct them prior to releasing work? Circle below your evaluation of the level of accuracy, thoroughness and professionalism of employee’s work. ___

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: [Enter your narrative here](#)

8. Quantity of work - Productivity

How would you rate the employee with respect to speed in completing assignments, ability to handle multiple assignments, and ability to increase work pace to handle emergency or rush assignments? Circle below your evaluation of the amount of work produced by the employee and the speed utilized in completing tasks or assignments.

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: [Enter your narrative here](#)

9. Attendance - Punctuality

How many days has employee been absent from work since the last performance review? _____

How many of the days were authorized Leave of Absence? _____

How often has employee been late in reporting to work? _____

Circle below how this record compares to company standards.

Unsatisfactory Competent Commendable Outstanding

Comments & Specific Examples: [Enter your narrative here](#)

10. Next review goals:

Next Review Date: _____

11. Employee Comments:

12. Do you have any suggestions to the company on how something might be made better?

13. Compensation

Current Compensation Rate: _____ per _____

New Compensation Rate: _____ per _____ Effective Date: _____

Reviewed by: _____ Date: _____

Employee Acknowledgement: _____ Date: _____

Senior Management Approval: _____ Date : _____