

Name

Date

Performance Evaluations

Performance evaluations are written reviews of how well you are doing the job duties assigned to you. They generally give feedback on how you can improve your performance. You should find out how often the review will be given and how your work will be reviewed. Performance evaluations often occur at regular intervals. They may happen at 30-, 60-, or 90-day intervals initially and then on an annual basis. Your performance evaluations will determine whether you can continue to work for the company and receive pay raises and other benefits.

Your performance may be evaluated on the following:

- Punctuality
- Dependability
- Attitude
- Relationship With Supervisor
- Relationships With Coworkers
- Work Performance
- Ability to Make Deadlines
- Job Knowledge
- Attendance
- Appearance