

Staffing Employee Performance Review

EMPLOYEE NAME:	SOCIAL SECURITY NO.:	REVIEW DATE:
JOB TITLE:	START DATE:	DEPARTMENT:

Thank you for taking the time to provide us with the type of feedback that Protocall will use to continue to serve you with the best employee match for your job. Total customer satisfaction is what we strive to achieve.

(1) = Needs Improvement

(5) = Meets Standards

(10) = Exceeds Expectations

CATEGORY	PERFORMANCE REVIEW	RATING
PUNCTUALITY	Has employee been punctual in arriving for work?	
APPEARANCE	Has the employee's dress code and personal appearance been acceptable?	
COMPLIANCE	Has the employee adhered to company policies and procedures?	
ABILITY	Has the employee shown an interest in learning and the ability to follow instructions?	
COMMUNICATION	Does the employee ask questions when necessary and communicate effectively?	
PRODUCTIVITY	Does the employee have the skills you requested for this job?	
OVERALL RATING	How would you rate this employee on their overall performance?	

COMMENTS:

Reviewed By:

PRINT NAME

TITLE

SIGNED

DATE