



Administrative Performance Review - Employee-

Employee:	Position:
Supervisor:	Date From: To:

This form is designed to review key performance metrics.

Use the scale below to evaluate yourself, circling the number that most accurately describes your perception for each item.

1 = Never 2 = Occasionally 3= Sometimes 4 = Most of the Time 5 = Always NA = Not Applicable

1.	Do you feel you behave in a manner consistent with the company’s mission statement and understand the KNCC Experience.	1	2	3	4	5	NA
2.	Do you feel others view you as a person of integrity by co-workers	1	2	3	4	5	NA
3.	Do you demonstrate the ability to cooperate and collaborate with coworkers and managers	1	2	3	4	5	NA
4.	Do you comply with and understand company policies and procedures	1	2	3	4	5	NA
5.	Are you professional and courteous when communicating with coworkers	1	2	3	4	5	NA
6.	Do you represent the company in a positive manner when interacting with customers	1	2	3	4	5	NA
7.	Are you willing to learn new skills and grow within the company	1	2	3	4	5	NA
8.	Are you reliable in following through with tasks/instructions and responsibilities in an appropriate and timely manner	1	2	3	4	5	NA
9.	Do you feel you demonstrate respect for the work and ideas of others	1	2	3	4	5	NA
10.	Are you punctual and adhere to the set schedule	1	2	3	4	5	NA
11.	Are you willing to accept responsibility for your own actions	1	2	3	4	5	NA

12.	Do you perform good quality work and are you accurate, thorough, and productive during the workday	1	2	3	4	5	NA
13.	Are you willing to take direction from management / supervisors	1	2	3	4	5	NA
14.	Do you convey a customer-focused manner in communication both internally and externally	1	2	3	4	5	NA
15.	Do you demonstrate a willingness to listen to what others have to say and be a valuable contributor	1	2	3	4	5	NA
16.	Do you feel you are someone that will seek out new assignments and/or assume additional duties when necessary	1	2	3	4	5	NA
17.	Do you demonstrate proper judgement and decision-making skills when necessary	1	2	3	4	5	NA

Areas where you feel you are doing particularly well:

Areas where you may be able to improve:

Opportunities you see for career development / advancement / training:

Employee Signature

Date

Manager Signature

Date