



## Administrative Performance Review -Supervisor-

<b>Employee:</b>	<b>Position:</b>
<b>Supervisor:</b>	<b>Date From:</b> <span style="float: right;"><b>To:</b></span>

This form is designed to review key performance metrics and should be completed by the supervisor.

Use the scale below to evaluate the employee, circling the number that most accurately describes your perception for each item. Please note that “NE” means you have no firsthand knowledge or experience with the individual regarding the question.

**1 = Never   2 = Occasionally   3= Sometimes   4 = Most of the Time   5 = Always   NE = No Experience**

1.	Does the employee behave in a manner consistent with the company’s mission statement and understands the KNCC Experience.	1	2	3	4	5	NE
2.	Is the employee viewed as a person of integrity by co-workers	1	2	3	4	5	NE
3.	Does the employee demonstrate the ability to cooperate and collaborate with coworkers and managers	1	2	3	4	5	NE
4.	Does the employee comply with and understand company policies and procedures	1	2	3	4	5	NE
5.	Is the employee professional and courteous when communicating with coworkers	1	2	3	4	5	NE
6.	Does the employee represent the company in a positive manner when interacting with customers	1	2	3	4	5	NE
7.	Is the employee willing to learn new skills and grow within the company	1	2	3	4	5	NE
8.	Is the employee reliable in following through with tasks/instructions and responsibilities in an appropriate and timely manner	1	2	3	4	5	NE
9.	Does the employee demonstrate respect for the work and ideas of others	1	2	3	4	5	NE
10.	Is the employee punctual and adheres to the set schedule	1	2	3	4	5	NE

11.	Is the employee willing to accept responsibility for his or her own actions	1	2	3	4	5	NE
12.	Does the employee perform good quality work, is accurate, thorough, and productive during the workday	1	2	3	4	5	NE
13.	Is the employee willing to take direction from management / supervisors	1	2	3	4	5	NE
14.	Does the employee convey a customer-focused manner in communication both internally and externally	1	2	3	4	5	NE
15.	Does the employee demonstrate a willingness to listen to what others have to say and be a valuable contributor	1	2	3	4	5	NE
16.	Is the employee someone that will seek out new assignments and/or assume additional duties when necessary	1	2	3	4	5	NE
17.	Does the employee demonstrate proper judgement and decision-making skills when necessary	1	2	3	4	5	NE

**Areas where this employee is doing particularly well:**

**Areas where this employee may be able to improve:**

**Opportunities for career development / advancement / training:**

**Peer Feedback:**

**Supervisor Comments:**

**Employee Comments:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date