

Checklist: What to Include in a Written Performance Review

<input type="checkbox"/>	Goals	Identify goals that were achieved or exceeded, and those that were not satisfied. Some companies have separate ratings for goal achievement (<i>achieved</i> = 3, <i>active</i> = 2, <i>goal not met</i> = 1, <i>goal deferred</i> = 0).
<input type="checkbox"/>	Behavior and Communication	Organizational citizenship; compliance with company procedures. Some organizations rate soft skills on a behavior scale that notes consistency of behavior or skills, or the need for development that isn't numerical. (<i>Consistently observed, observed, observed sometimes, seldom observed.</i>)
<input type="checkbox"/>	Quality and Competency	Accuracy of work; creativity and problem solving skills.
<input type="checkbox"/>	Quantity/Production	Amount of work or sales completed.
<input type="checkbox"/>	Attendance	Note unauthorized days off and punctuality.
<input type="checkbox"/>	Dependability	How reliable is the employee in all types of work situations?
<input type="checkbox"/>	Teamwork	Very few people work in isolation. Use peer reviews or your own observation to rate how well your employee works with others.
<input type="checkbox"/>	Feedback	Provide quality input on what is and isn't working in all the different dimensions of your performance review.
<input type="checkbox"/>	Ratings	For companies that do use ratings, they are part of the documented data in performance reviews. Many companies use a 5 point rating scale: <i>Outstanding</i> = 5, <i>Exceeds Expectations</i> = 4, <i>Meets Expectations</i> = 3, <i>Needs Improvement</i> = 2, and <i>Unacceptable</i> = 1.
<input type="checkbox"/>	Expectations	Outline what is expected for the period before the next formal review.