

Interim Performance Review

Date of Review:

Employee Name:

Supervisor:

Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144
Phone: 770-423-6030
Fax: 770-423-6570
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Since the last review, has the employee:	
Arrived on time to work on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Come to work on a regular basis:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Been reliable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the employee performed job duties:	
Effectively (making the most of work opportunities)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Efficiently (making the most of supplies and other resources)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the employee's work been acceptable when it comes to:	
Quality (is it done right)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quantity (is the expected workload being met)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Timeliness (is work completed on schedule)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When thinking about the employee's customer service skills, has the employee:	
Responded promptly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Responded appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Followed up?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the employee:	
Worked well with co-workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Worked well with supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Been cooperative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Had a positive attitude?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Made suggestions for improvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Been able to work without direct supervisory oversight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Made good judgments with regards to work assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments or examples supporting "no" answers:

Comments or examples supporting "yes" answers:

Supervisor Signature:

Employee Signature: