

Performance Review

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| Employee | Title |
| Department | Review Period |

Job Responsibilities

Please briefly describe.

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Accomplishments

Please list this individual's top three accomplishments this year.

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| 1. |
| 2. |
| 3. |

Strengths

Please list this individual's top three strengths, and after each, give a specific example of an instance where this strength was exemplified.

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| 1. |
| 2. |
| 3. |

Opportunities for Improvement

Please list three areas where this individual could improve and develop performance.

1.

2.

3.

Company Values

Please review the company values. Indicate how well this employee has been exhibiting the values and provide comment and/or examples.

Team Values:

- respect each other and honor diversity;
- be straightforward and direct when dealing with each other, our customers and vendors;
- balance our work and personal lives.

Comments/Examples:**Our Customers are Our Partners:**

- create solutions that add value to their business;
- deliver quality products by doing quality work.

Balanced Risk-Taking:

- taking informed risks, balanced by the values of the team;
- being nimble and innovative no matter how large we grow.

Results Orientation:

- maximize sustainable profitability for shareholders;
- honor commitments to each other and our customers.

Goals/Objectives for the coming year

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Overall Performance Rating

- Outstanding** - Performance consistently far exceeds job requirements.
- Exceeds Expectations** - Performance consistently meets and frequently exceeds job requirements.
- Successful** - Performance fully meets job requirements.
- Needs Improvement** - Performance meets some, but not all, job requirements.
- Unsatisfactory** - Performance is below job requirements.

Comments

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| Employee Signature | Date |
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Note: this signature only indicates receipt of the review; not agreement

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| Manager Signature | Date |
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