



DISCHARGE PROGRAM DRIVER

Employee Performance Review

EMPLOYEE INFORMATION	
Name Walter Slipperjack	Employee ID
Job Title Discharge Driver	Date September 8, 2021
Department Discharge Program	Manager Holly Sitch
Review Period 3 month probation	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Walter you understand your job and have no issues.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Walter you are very meticulous and this shows in the vehicle you drive as well as your personality.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Your attendance and punctuality is spot on, very dependable.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	I see in the cleanliness of the vehicle and how the PPE is arranged that you have thought through how everything will function the best.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Thank you for always communicating your thoughts and working towards a great outcome.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Never an issue.				
Overall Rating (average the rating numbers above) Good					

EVALUATION	
ADDITIONAL COMMENTS	Walter it is an absolute pleasure to work with you and that you are part of the Team.
GOALS (as agreed upon by employee and manager)	<i>Training - Driver School + log book - Staff training</i>

VERIFICATION OF REVIEW	
<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>	
Employee Signature	Date
Manager Signature <i>Holly Sitch</i>	Date September 8, 2021