



Quick Feedback

To be completed by the client

How was the employee's overall performance during this shift?
Please select one of the options below.

Employee Name:

Shift Start Date:

Shift End Date:

Start Time:

End Time:

Far Exceeds Expectations Performance has been the best that can be obtained in the position, and was clearly a result of individual efforts.
Exceeds Expectations The employee has generally required little supervisory guidance compared to others doing similar work to sustain a high performance level.
) Fully Meets Expectations The employee has achieved the results expected of the position. He or she has required normal supervisory guidance compared to others doing similar work.
) Partially Meets Expectations Performance has not been fully acceptable; the employee has not met all job requirements. More than normal amount of direction and supervision was required.
) Unsatisfactory The employee consistently failed to obtain acceptable results. Excessive direction and supervision were required.
Too Soon to Tell The employee has not been in the job long enough to assess results or competencies, or we have no firsthand basis for assessing the performance of a particular competency.
Notes:

Client Contact Name:	
-----------------------------	--

Sign Off Date:	
-----------------------	--