

Name _____ Date _____ Period _____

Employee Performance Review Fill-in-the-Blank Activity

Read the 12 sentences related to employee performance reviews and use the terms from the word bank to fill in the blank lines. Use each term exactly one time.

Word Bank			
▪ annually	▪ evaluations	▪ improve	▪ report card
▪ bonuses	▪ forced	▪ objectives	▪ specific
▪ communicate	▪ grading scale	▪ peer	▪ supervisor

1. A performance review
is to an employee as a
_____ is to a student.

2. Employees are typically
formally evaluated on a
regular basis, often
quarterly or
_____.

3. Promotions, layoffs,
raises, and _____
are often influenced by
performance reviews.

4. A performance review
provides feedback on
how a worker can
_____.

5. Workers should
_____ with supervisors often
about expectations.

6. A rating scale is to a
performance review as a
_____ is to a math test.

7. During a _____
review, co-workers assess
each another's job skills
and performance.

8. Performance reviews
are also known as
performance appraisals or
_____.

9. An ideal review should
be a two-way dialogue
between employee and
_____.

10. Job expectations should
be measurable and
_____.

11. In a _____
ranking, employees are
compared, and only a
certain number can
receive top reviews.

12. A performance review
assesses how well a
worker meets certain
_____.

Name _____ Date _____ Period _____

Employee Performance Review Categorization Activity

Performance reviews enable employees to learn about their strengths and identify areas for improvement. These evaluations help ensure work goals are established and met. **Directions:** Complete the table by categorizing the actions as something employees should *do* or *don't* do before, during, or after their performance reviews.

Employee Actions	
<ul style="list-style-type: none"> ● wait until the performance review to learn expectations ● conduct an honest self-assessment prior to the review ● communicate confidently and professionally ● be afraid to ask questions, seek advice, or speak up ● make excuses or blame others for personal mistakes ● ask for a copy of any finalized, written reviews ● be able to describe personal achievements and skills ● assume performance is only judged at review time 	<ul style="list-style-type: none"> ● make threats or overreact during the review ● prepare prior to the performance review ● refuse to recognize areas for improvement ● use feedback to improve oneself ● downplay or underestimate personal skills ● get defensive or angry during the review ● be respectful if reviewing co-workers ● remain calm and positive during the review

Do	Don't

Employee Performance Review Rating Activity

Part 1. Each large box states a job expectation. Read the performance review of the three workers and decide whether he or she *meets*, *does not meet*, or *exceeds* the expectation. Use each choice once per box.

Job Expectation: Demonstrates workplace safety.

Juan completed the safety training and had no workplace accidents.

1. _____ expectations

Ana completed the safety training but ignored two fire drills this year.

2. _____ expectations

Ray completed the safety training, eliminated two potential workplace hazards, and received a safety award.

3. _____ expectations

Job Expectation: Analyzes and applies information well.

Lee identifies and removes defective products from the store shelves.

4. _____ expectations

Mia identifies and removes defective products from the store shelves. She determines the cause of the defects.

5. _____ expectations

Andrea waits until a customer complains before removing defective products from the store shelves.

6. _____ expectations

Part 2. Each large box states a job expectation. Read the performance review of the three workers and rate each one using a numeric scale of 1 to 5 (1 = unsatisfactory, 2 = slightly below average, 3 = average, 4 = slightly above average, and 5 = excellent). Not all numbers will be used in each large box.

Job Expectation: Uses technology effectively to complete work tasks.

Sara uses spreadsheets, databases, and word processing programs to perform her assigned duties.

7. Numeric Rating: _____

Marcus created a computer program to track product inventory. It increased company profit by \$5,000.

8. Numeric Rating: _____

Olivia used social media to generate new product sales. It increased company profit by \$50,000.

9. Numeric Rating: _____

Job Expectation: Meets average weekly sales target of \$1,000.

Ethan's average weekly sales are \$1,000.

10. Numeric Rating: _____

Reggie's average weekly sales are \$900.

11. Numeric Rating: _____

Aubrey's average weekly sales are \$100.

12. Numeric Rating: _____

Employee Performance Review Multiple Choice Questions

Circle the letter of the best answer. Read all choices before responding.

1. A company expects its workers to be on time for all scheduled work shifts. Lila was late to four of her shifts this year. Her performance review likely states that she
 - a. met this expectation.
 - b. did not meet this expectation.
 - c. exceeded this expectation.
 - d. is excluded from this expectation.
2. Companies typically conduct formal employee performance reviews at least every
 - a. day.
 - b. week.
 - c. month.
 - d. year.
3. Mark's work team is not functioning well. During his performance review, Mark's supervisor tells him he needs to improve his interpersonal skills. Mark decides to
 - a. ask for feedback and advice.
 - b. deny his team has a problem.
 - c. blame his co-workers for the issues.
 - d. have his mother talk to his supervisor for him.
4. Rosita is meeting with her supervisor next week to discuss her performance review. Rosita should enter the meeting with
 - a. an open mind and positive attitude.
 - b. a list of her achievements, goals, skills, and any questions she has.
 - c. the expectation she will score the highest rating in every performance category.
 - d. both a. and b.
5. An auto shop expects its mechanics to complete six oil changes per shift. Hannah completes an average of seven per shift. Her performance review likely states that she
 - a. met this expectation.
 - b. did not meet this expectation.
 - c. exceeded this expectation.
 - d. is excluded from this expectation.
6. Performance reviews can also be referred to as performance
 - a. evaluations or appraisals.
 - b. interrogations or reprimands.
 - c. interrogations or interviews.
 - d. evaluations or interrogations.
7. Miguel is about to have his first work performance review. He and his supervisor will likely discuss all the following topics except
 - a. work-related expectations and goals.
 - b. changes in the company's vacation and sick day policies.
 - c. Miguel's strengths and areas for improvement.
 - d. Miguel's overall rating as a worker.
8. Hannah just completed her performance review. The results from the review may affect whether she receives
 - a. a bonus.
 - b. a promotion.
 - c. a raise in salary.
 - d. any or all of the above.

Name _____ Date _____ Period _____

Employee Performance Review Free Response Questions

Use complete sentences to answer the following questions.

1. Why is it important to conduct an honest self-assessment prior to the performance review meeting with your supervisor?

2. How will you track your ongoing work achievements, contributions, and growth to prepare for an annual performance review?

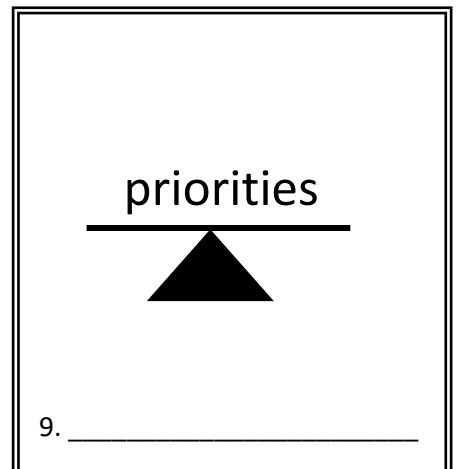
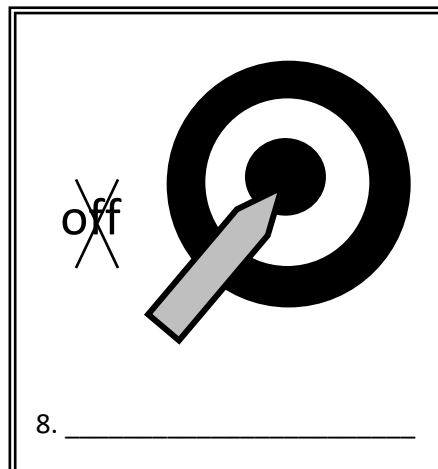
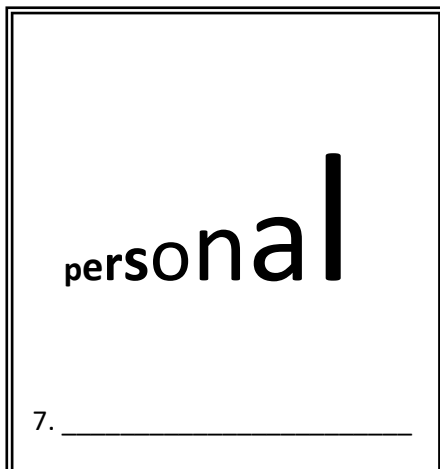
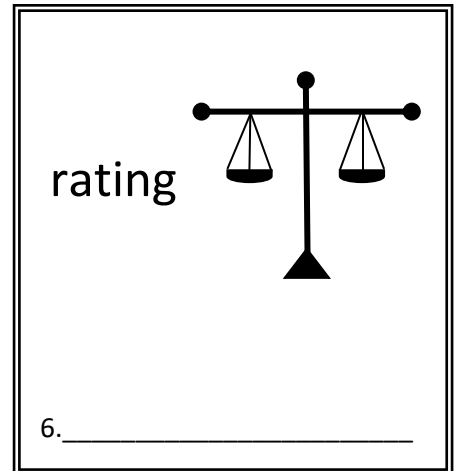
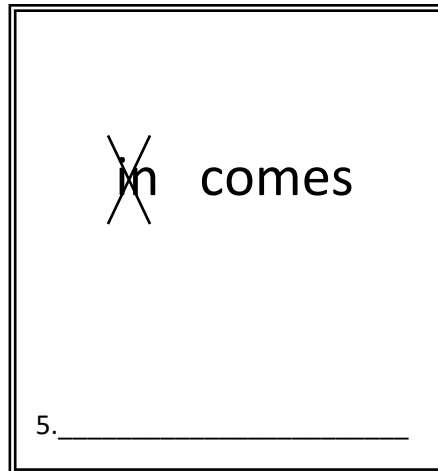
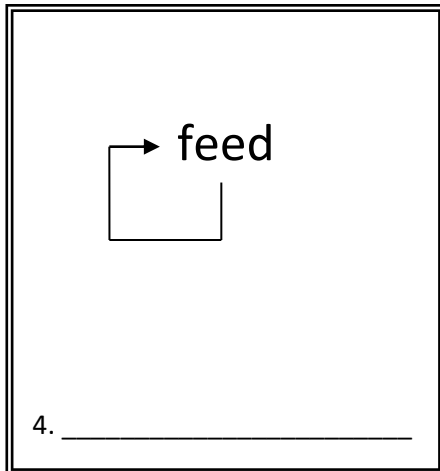
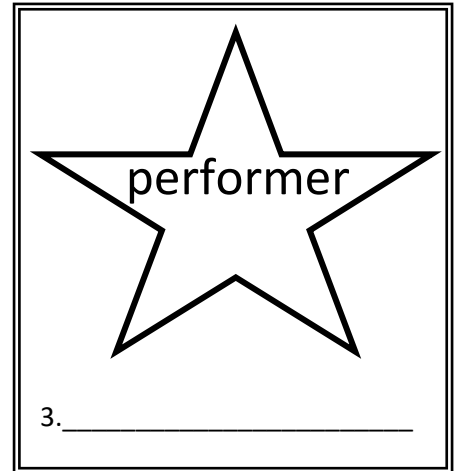
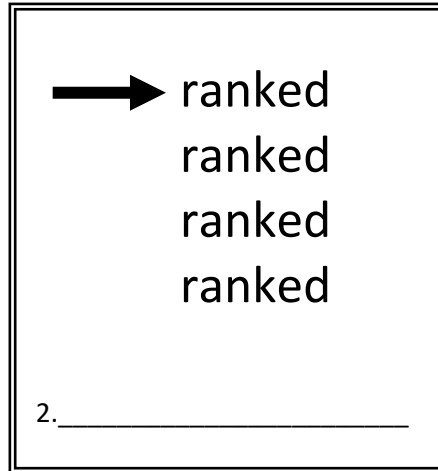
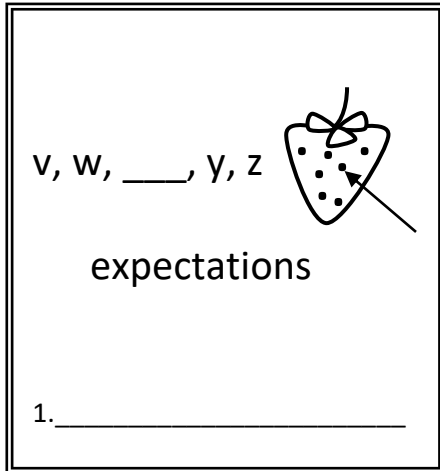
3. Is it realistic to assume you will “exceed all expectations” for each of the objectives on your performance review? Explain.

4. How can you make the performance review process a positive experience, rather than a stressful or negative experience?

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Employee Performance Review Rebus (Picture) Puzzles

Determine the performance review-related term that each picture represents. Answers may be a word or a phrase.



Name _____ Date _____ Period _____

Employee Performance Review Word Search

Directions: Find the terms related to an employee performance review within the box. The words may be vertical, horizontal, diagonal, or backwards.

Employee Performance Review Terms

accountability	development	feedback	objectives	rating
achievements	dialogue	goals	opportunity	results
appraisal	evaluation	growth	performance	review
concerns	exceed	guidance	periodic	skills
criteria	expectations	improve	positive	targets

g a c c o u n t e d c r i t e r i a w
a o d e v e l o p i m p r o v p e r d
c b a c c o u n t a b i l i t y o o e
h j c l g u o b j l e x p e c t a b v
i e c d s o b s n o i t a t c e p x e
e c o e x p j o b g c r i o f e e d l
v s t l u s e r o u d i a p e v a e o
e o p a c s c r i e o p s p e x c v p
m p e w l i t p o s i t a o g r o e m
e p r l e m i e p e r f o r m a n c e
n o i a a p v e v a l u a t i o n o n
t k o m p r e v a l u r e u a w g n t
s a d c p o s i t i v e f n e a r c p
f c i r r r d e v e l o a i p t o e e
e h c i a a o p p o g r v t e a w r r
e i d t i r a v e g a e e y r r e n i
d x a w s o a e e a r c d o f g x s t
b e c a a b g t p e r o e u o e p g a
a v p e l j o i i m p r w r r t e u l
c a e x e e p e r n i t s t x s c i k
k l g u i d a n c e g s k i h a t d s

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▪ communicate	▪ grading scale	▪ peer	▪ supervisor

1. A performance review is to an employee as a report card is to a student.

2. Employees are typically formally evaluated on a regular basis, often quarterly or annually.

3. Promotions, layoffs, raises, and bonuses are often influenced by performance reviews.

4. A performance review provides feedback on how a worker can improve.

5. Workers should communicate with supervisors often about expectations.

6. A rating scale is to a performance review as a grading scale is to a math test.

7. During a peer review, co-workers assess each another's job skills and performance.

8. Performance reviews are also known as performance appraisals or evaluations.

9. An ideal review should be a two-way dialogue between employee and supervisor.

10. Job expectations should be measurable and specific.

11. In a forced ranking, employees are compared, and only a certain number can receive top reviews.

12. A performance review assesses how well a worker meets certain objectives.

Employee Performance Review Categorization Activity

Performance reviews enable employees to learn about their strengths and identify areas for improvement. These evaluations help ensure work goals are established and met. **Directions:** Complete the table by categorizing the actions as something employees should *do* or *don't* do before, during, or after their performance reviews.

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Do	Don't
conduct an honest self-assessment prior to the review	wait until the performance review to learn expectations
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use feedback to improve oneself	be afraid to ask questions, seek advice, or speak up
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Employee Performance Review Rating Activity

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1. meets expectations

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3. exceeds expectations

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Mia identifies and removes defective products from the store shelves. She determines the cause of the defects.

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Andrea waits until a customer complains before removing defective products from the store shelves.

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8. Numeric Rating: 4

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9. Numeric Rating: 5

Job Expectation: Meets average weekly sales target of \$1,000.

Ethan's average weekly sales are \$1,000.

10. Numeric Rating: 3

Reggie's average weekly sales are \$900.

11. Numeric Rating: 2

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12. Numeric Rating: 1

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Name **Answers will vary** _____ Date _____ Period _____

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