Employee And Manager Performance Worksheet

Identification information goes here: It's flexible — employee name, date worksheet last updated, places for signatures. Keep it simple.

Work Task/Responsibility ❶	How Do We Know It's Done, (Done Well) ❷	Priority (1-10) ❸	Date To Complete By If Applicable ❹	Complete Or All Satisfactory (Yes, No) ❺	Additional Notes ❻

For a complete explanation of the meaning of the columns, examples of how they are used and more, click to visit our resource page for this form.