

The Generic Company

Alignment Review

Date:	
Employee Name:	
Position:	
Manager:	
Reviewer(s):	

NI=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations

Technical Skills	NI	ME	EE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effectiveness	NI	ME	EE
Quality & Standards: Is the employee's work meeting expected quality levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity: Is the employee meeting productivity expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Costs: Is the employee keeping within defined budgetary limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Processes: Is the employee following defined business processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timefox: Is the employee keeping his or her TimeFox entries up to date and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications: Are the employees communications proactive, timely & appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Learning: Is the employee upgrading his or her skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alignment		NI	ME	EE
Direction:	Do you (the employee) know everything you would like to know about your role and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information:	Do you know everything you would like to know about the company, your department, project, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support:	Do you have everything you need to perform well? Is there anything preventing you from performing as well as you would like?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback:	Do you have a process in place to tell you if you are being effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

