

PERFORMANCE EVALUATION

Employee Name: _____ Title: _____

Dept.: _____ Evaluation Period: _____ Date of hire: _____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating line to indicate employee's performance on a scale of 1-5. Indicate N/A if not applicable.

Definitions of Performance ratings:

<p>N/A – Not Applicable or too soon to rate.</p> <p>1 – Unsatisfactory – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.</p> <p>2 – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.</p>	<p>3 – Good – Competent and dependable level of performance. Meets performance standards of the job.</p> <p>4 – Very Good – Results clearly excels in most position requirements. Performance is of high Quality and is achieved on a consistent basis.</p> <p>5 – Outstanding – Performance is exceptional in all areas evaluated.</p>
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General Description	Rating	Supportive Details or Comments
<p>1 – Qualitative – The thoroughness, accuracy and overall quality of the employee's work. Completed assignments are neat and accurate.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	
<p>2 – Productivity – The employee demonstrates a commitment toward achieving results. Tasks are completed efficiently and effectively. Work is timely; output high</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	
<p>3 – Follow Through – Employee follows specific instructions and and pays attention to details that the supervisor recommends.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	
<p>4 – Job Knowledge – Employee possesses clear understanding of the responsibilities and tasks he or she must perform.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	
<p>5 – Reliability – Employee can be relied upon to complete assigned tasks in a timely manner.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p>	

General Description	Rating	Supportive Details or Comments
6 – Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	1 _____ 2 _____ 3 _____ 4 _____ 5 _____	
7 – Initiative – The ability to think and act independently. Originates innovative ideas and methods to improve job or tasks.	1 _____ 2 _____ 3 _____ 4 _____ 5 _____	
8 – Work Environment/Safety – Maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.	1 _____ 2 _____ 3 _____ 4 _____ 5 _____	
9 – Cooperation & Attitude – Employee willingness to work with co-workers, supervisors, subordinates, outside contacts, and the general public.	1 _____ 2 _____ 3 _____ 4 _____ 5 _____	
10 – Phone Manner (not all employees evaluated in this area) – Employee possesses the skill to answer and direct all incoming telephone calls in an efficient manner and relay messages with accuracy.	1 _____ 2 _____ 3 _____ 4 _____ 5 _____	

OVERALL PERFORMANCE RATING

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Evaluator's comments/goals:

Employee's comments/goals: What would you like to accomplish during the next year?

Evaluator's Name : _____ Date _____

Evaluator's Signature : _____

Employee's Name: _____ Date: _____

Employee's Signature: _____

Current Pay: _____ New Pay: _____ Initials: _____ Date: _____