

EMPLOYEE PERFORMANCE EVALUATION

Personnel Information

Employee's Name _____

Job Title _____ Department _____

Period Covered _____ to _____ Date of Evaluation _____

Immediate Supervisor _____ Department Supervisor _____

Evaluation Instructions

This form is designed to allow the supervisor evaluate the employee's performance over the specified period. Each of the areas should be discussed and the employee given suggestions for improving his performance. The following categories are used to rank an employee's performance:

5	Excellent	Employee's performance consistently exceeds expectations of his/her position.
4	Very Good	Employee's performance meets and occasionally exceeds expectations of his/her position.
3	Satisfactory	Employee's performance meets expectations of his/her position.
2	Conditional	Employee's performance is below the expectations of his/her position.
1	Warning	Employee's performance does not meet the minimum acceptable level for his/her position.

1. Position Knowledge

Degree to which the employee understands essential functions of the position. Also, degree to which the employee utilizes other resources effectively to gain knowledge needed for the position.

Ranking 5 4 3 2 1

Comment

2. Work Quality

Accuracy, neatness, effective completion of assignments, and attention to detail.

Ranking 5 4 3 2 1

Comment

3. Productivity

Volume of work completed and effective use of resources to make best use of time.

Ranking 5 4 3 2 1

Comment

4. Teamwork

Willingness to work with others and considers coworkers ideas. Ability to get along with coworkers and treat them with respect.

Ranking 5 4 3 2 1

Comment

5. Dependability

Degree to which the employee can be relied upon to follow instructions, complete assigned tasks, and attend meetings.

Ranking 5 4 3 2 1

Comment

6. Judgement

Degree to which the employee uses sound reasoning to make decisions and has necessary information for making the decisions.

Ranking 5 4 3 2 1

Comment

7. Initiative

Willingness to accept responsibility independently. Eagerness to learn and use new methods to accomplish tasks.

Ranking 5 4 3 2 1

Comment

8. Adaptability

Ability to work under changed or new situations or working conditions.

Ranking 5 4 3 2 1

Comment

9. Work Planning

Ability to organize work to accomplish the tasks assigned. Ensures that the plan is consistent with the team goals.

Ranking 5 4 3 2 1

Comment

10. Overall Evaluation

Overall ranking for employee considering all the factors above and any other relevant information.

Ranking 5 4 3 2 1

Comment

Areas for Improvement

1. _____

2. _____

3. _____

Employee Strengths

1. _____

2. _____

3. _____

Employee's Comments

Signatures:

Employee Signature

Date

Immediate Supervisor Signature

Date

Department Supervisor Signature

Date