



EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE		TITLE
DEPARTMENT		EMPLOYEE NO
DATE OF PRESENT POSITION	DATE OF LAST EVALUATION	NEXT SCHEDULED EVALUATION

REASON FOR EVALUATION

- | | | |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> ANNUAL | <input type="checkbox"/> MERIT | <input type="checkbox"/> PERFORMANCE |
| <input type="checkbox"/> END OF PROBATION | <input type="checkbox"/> PROMOTION | <input type="checkbox"/> OTHER _____ |

INSTRUCTIONS: Evaluate employee’s work performance as it pertains to the job requirements. Circle the letter that best describes the employee’s performance since the last evaluation. Add comments if necessary. (N / A if Not Applicable)

E – Excellent A – Above Average S – Satisfactory D – Decreased Performance U – Unsatisfactory

FACTORS	SINCE LAST EVALUATION	COMMENTS
AVAILABILITY The degree to which an employee is prompt, follows rules concerning break and meal periods and overall attendance.	E	
	A	
	S	
	D	
	U	
ADHERENCE TO POLICY The degree to which an employee follows safety rules and other regulations.	E	
	A	
	S	
	D	
	U	
BEHAVIOR PATTERN The stability, politeness, and judgement shown on the job.	E	
	A	
	S	
	D	
	U	
CREATIVITY The degree to which an employee suggests ideas, discovers new and better ways of accomplishing goals.	E	
	A	
	S	
	D	
	U	
DEPENDABILITY The degree to which an employee can be relied upon to complete a job.	E	
	A	
	S	
	D	
	U	
INDEPENDENCE The degree of work accomplished with little or no supervision.	E	
	A	
	S	
	D	
	U	



FACTORS	SINCE LAST EVALUATION	COMMENTS
INITIATIVE The degree to which an employee searches out new tasks and expands abilities professionally and personally.	E	
	A	
	S	
	D	
INTERPERSONAL RELATIONSHIPS The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, and customers.	U	
	E	
	A	
	S	
KNOWLEDGE OF JOB Useful technical skills and information used at work.	D	
	E	
	A	
	S	
PRODUCTIVITY The accuracy of work finished in a specific amount of time.	D	
	E	
	A	
	S	
QUALITY The accuracy, detail, and acceptability of work accomplished.	D	
	E	
	A	
	S	

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NEW ACCOMPLISHMENTS OR ABILITIES SINCE LAST EVALUATION:

AREAS WHICH NEED IMPROVEMENT:

RECOMMENDATIONS FOR CAREER DEVELOPMENT (SCHOOLING, SEMINARS, ETC.):

Rate Employee's performance overall in comparison to the job requirements involved with his/her position.

EXCELLENT ABOVE AVERAGE AVERAGE BELOW AVERAGE UNSATISFACTORY NOT RATED

COMMENTS

Individual was evaluated on ___/___/_____ Employee's Signature _____

Follow up evaluation requested YES NO Follow Up Date _____

Evaluator _____ Date _____

Evaluator's Supervisor _____ Date _____