



Performance Evaluation

Employee Name: _____ Position: _____
 Supervisor Name: _____ Dept. _____
 Review period: _____ Date: _____

Instructions:

Rate the employee's performance during the review period by adding the numerical value in each section.

Rating scale:

- | | |
|--|--|
| 5 – Outstanding (consistently exceeds standards) | 4 – Excellent (frequently exceeds standards) |
| 3 – Satisfactory (meets standards) | 2 – Needs improvement (frequently fails to meet standards) |
| 1 – Does not meet standards | |

<u>Categories</u>	<u>Rating</u>
Job Knowledge Knowledge of techniques, skills, equipment, policies, procedures, and materials. Understanding the job role, working towards, and meeting those expectations.	
Quality of Work Accuracy and quality of work in general. Freedom from errors and mistakes. Attention to detail.	
Quantity of Work Productivity of the employee. Seeks opportunities to be more productive. Identifies and implements steps to enhance output.	
Reliability and Dependability The degree of being reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines.	
Initiative and Creativity Goal oriented and sets priorities and accomplishes them. Highly motivated, optimistic, and enthusiastic. Looks for new ways and ideas to improve a task or project.	
Judgment The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.	
Responsibility Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done	
Attendance Consistency in coming to work daily and conforming to scheduled work hours. The extent to which the employee can be depended upon to be available for work.	
Planning and Organizing The ability to analyze work, set goals, develop plans of action, utilize time. Organizes projects to prevent overlaps or gaps in responsibilities.	
Cooperation and Teamwork The ability to create a motivating climate, achieve teamwork. Positively and effectively, respond to others. Willingness to work harmoniously with others in getting a job done.	
Decision-making The ability to make decisions and the quality and timeliness of those decisions. Gathers evidence and weighs the pros and cons in order to make a more informed decision.	

Add all numerical values from each category and then divide by the number 11.

Overall performance rating: _____

Noteworthy accomplishments during this review period:

Areas requiring improvement/growth in job performance:
Create an improvement plan for areas that received a 1 or 2 rating.

Actions taken to improve performance from the previous review (if applicable):

Professional development goals:

Employee comments:

Signatures acknowledge that this evaluation was discussed and reviewed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____