

# Employee Performance Evaluation

**Employee:** \_\_\_\_\_

**Review period:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Requirements/attributes:** \_\_\_\_\_

\_\_\_\_\_

**Primary responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Secondary responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Career path:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1) Evaluate performance by circling the appropriate response:

- 1 = substandard, needs constant supervision
- 2 = below average, needs improvement
- 3 = average, satisfactorily meets criteria
- 4 = above average, exceeds criteria
- 5 = exemplary, deserving of unusual recognition

2) Enter comments as necessary.

3) Set goals for the next review period.

4) Complete the back side (supervisor only).

## General Criteria

### Personality/demeanor:

Flexible and easy to get along with, an adaptable team player.

1            2            3            4            5

### Communication skills:

Listens, understands and expresses him/herself well.

1            2            3            4            5

### Attendance and promptness:

Observes assigned working hours, is conscientious.

1            2            3            4            5

### Initiative:

Works without close supervision, initiates independent action.

1            2            3            4            5

### Organization and time-awareness:

Sets and observes own priorities for the best use of his/her time.

1            2            3            4            5

### Self-control:

Maintains composure and performs well under pressure.

1            2            3            4            5

## Position-Specific Criteria

### Proficiency:

Understands craft, systems and processes.

1            2            3            4            5

### Project management:

Organizes tasks and assignments.

1            2            3            4            5

### Attention to detail:

Attentive to all aspects of assignments/workflow.

1            2            3            4            5

### Client interaction:

Relates to client needs, both spoken and unspoken.

1            2            3            4            5

### Creativity:

Seeks innovative solutions.

1            2            3            4            5

### Business skills:

Understands and works to increase profitability.

1            2            3            4            5

## Comments

**Employee's major strength:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Area needing most improvement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other comments:** \_\_\_\_\_

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## Goals

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**I have been shown this evaluation. My signature below does not necessarily imply agreement:**

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\_\_\_\_\_

(Employee's signature/date.)

**Scheduled date of next evaluation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Supervisor's signature/date.)