

# Employee Performance Evaluation

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

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

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

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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\_\_\_\_\_

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## Goals

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Employee's signature/date.)

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

\_\_\_\_\_  
(Supervisor's signature/date.)

# Salary Adjustment Compilation

## Employment History

Date hired: \_\_\_\_\_

**Previous promotions:**

From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_  
 From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_  
 From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_  
 From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_

**Previous salary adjustments:**

From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ ( \_\_\_\_\_ % increase) on: \_\_\_\_\_  
 From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ ( \_\_\_\_\_ % increase) on: \_\_\_\_\_  
 From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ ( \_\_\_\_\_ % increase) on: \_\_\_\_\_  
 From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ ( \_\_\_\_\_ % increase) on: \_\_\_\_\_  
 From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ ( \_\_\_\_\_ % increase) on: \_\_\_\_\_

Comments: \_\_\_\_\_  
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## Salary Review

Salary range for position: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Current salary: \_\_\_\_\_ \$ \_\_\_\_\_

Current place in salary range:  
 [ ] low [ ] low-mid [ ] mid [ ] high-mid [ ] high

Points from general criteria: \_\_\_\_\_

Points from position-specific criteria: \_\_\_\_\_

multiply x 2 = \_\_\_\_\_

Place in grade adjustment:  
 Add 10 points for “low,” 5 points for “low-mid,” 0 for “mid,”  
 subtract 5 points for “high-mid,” 10 points for “high.” \_\_\_\_\_

Subjective factor (± points): \_\_\_\_\_

Total points: \_\_\_\_\_

Salary adjustment guidelines:\*

85 + pts: inflation 3% + performance 7% = 10% increase.  
 75/84 pts: inflation 3% + performance 5% = 8% increase.  
 65/74 pts: inflation 3% + performance 3% = 6% increase.  
 55/64 pts: inflation 3% + performance 2% = 5% increase.  
 45/54 pts: inflation 3% + performance 1% = 4% increase.  
 35/44 pts: inflation 3% + performance 0% = 3% increase.  
 25/34 pts: inflation 2% + performance 0% = 2% increase.  
 <25 points: no increase

Current salary: \$ \_\_\_\_\_  
 x \_\_\_\_\_ % increase = \$ \_\_\_\_\_

Billable hourly pay: (annual \$ ÷ 1920) \$ \_\_\_\_\_

Can employee's time be billed out at 3+ times this rate?  
 [ ] Yes [ ] No\*\*

Date to take effect: \_\_\_\_\_

\*Based on 3% inflation rate. Adjust as economic conditions require.  
 \*\*Recompute raise until possible, or raise hourly fee charged for employee's time.

## Summary

Supervisor's comments : \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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Employee's reaction: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach additional sheets if necessary.)