

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

Comments

Employee's major strength: _____

Area needing most improvement: _____

Other comments: _____

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

Goals

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.)