

EMPLOYEE EVALUATION

Name: _____ Date: _____
Position: _____ Hire Date: _____
Period Covered by Evaluation: _____

PERFORMANCE RATINGS

Outstanding.....Performance consistently exceeds the standards established for the job
Good.....Performance frequently exceeds the standards established for the job
Satisfactory.....Performance meets the standards established for the job
Below Standard.....Performance does not consistently meet the standards established for the job
Unacceptable.....Performance not acceptable

JOB PERFORMANCE

_____ Outstanding _____ Good _____ Satisfactory _____ Below Standard _____ Unacceptable

Does the employee demonstrate understand of job duties and responsibilities? Yes No

How does the quality and quantity of work compare with established standards and objectives? (Give specific examples, if applicable)

INITIATIVE AND DRIVE

_____ Outstanding _____ Good _____ Satisfactory _____ Below Standard _____ Unacceptable

Is the employee motivated and ambitious? Does the employee contribute constructive ideas? (Give specific examples, if applicable)

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DEPENDABILITY AND FOLLOW-THROUGH

_____ Outstanding _____ Good _____ Satisfactory _____ Below Standard _____ Unacceptable

Does the employee follow directions and complete assignments on time? How is attendance, observance of work hours and use of time? (Give specific examples, if applicable)

COOPERATION

_____ Outstanding _____ Good _____ Satisfactory _____ Below Standard _____ Unacceptable

Does the employee get along with and work well with others; Tactful and sensitive to others; Accept direction and training? (Give specific examples, if applicable)

What are the employee's strengths or special capabilities?

What are the employee's most important areas of needed improvement? Has the employee progressed in these areas since the last evaluation? What are the employee's limitations and deficiencies?

What actions are to be taken to meet these needs, remove limitations or correct deficiencies (discuss specific action for on-and off-the-job training and development, give time frame)?

EMPLOYEE EVALUATION

OVERALL PERFORMANCE RATING

_____ Outstanding _____ Good _____ Satisfactory _____ Below Standard _____ Unacceptable

If the employee is rated "below standard" or "unacceptable." What actions are planned to bring the employee up to standard or replace the employee? When will these actions take place?

ACKNOWLEDGMENT AND ACCEPTANCE

Date

Employer Signature

Evaluation discussed with employee on: _____

Employer Signature

Employee's Comments:

Date

Employee Signature

Date

Witness Signature