

COMPANY NAME
Performance Evaluation

Name: _____
 Department: _____
 Position: _____
 Period Covered: _____
 Present Supervisor: _____

 Strengths: _____

Date of Evaluation: _____
 Last Review Date: _____
 Employment Date: _____
 Time in Position: _____

 Evaluation Type: Annual | Probationary | Other: _____

Areas of growth (for coming year): _____

PLAN OF ACTION

Employee: _____ Supervisor: _____

 Employee's Signature _____ Date _____
 Supervisor's Signature _____ Date _____

Evaluation Rating Scale: (1=Unsatisfactory, 2=Fair, 3=Satisfactory, 4=Very Good, 5=Outstanding)

- | | |
|---|---|
| <p>1 <input type="checkbox"/> Job Knowledge</p> <ol style="list-style-type: none"> 1. Lacks knowledge/ability of job duties & responsibilities 2. Needs improvement in job duties & responsibilities 3. Has clear understanding of job responsibilities 4. Knows job duties/responsibilities 5. Possess a clear understanding of job responsibilities | <p>4 <input type="checkbox"/> Follows Instructions</p> <ol style="list-style-type: none"> 1. Does not follow instruction - causes confusion 2. Frequently questions instructions or assignments given 3. Accepts instructions & job assignments 4. Follows procedures, instructions, & assignments consistently 5. Faithfully follows procedures & assignments for outstanding results |
| <p>2 <input type="checkbox"/> Work Quality</p> <ol style="list-style-type: none"> 1. Tasks are consistently incomplete - needs improvement 2. Tasks are usually completed but often late 3. Tasks are completed with neatness & usually on time 4. Tasks are completed thoroughly & accurately 5. Tasks are always completed thoroughly & accurately | <p>5 <input type="checkbox"/> Cooperation With Others</p> <ol style="list-style-type: none"> 1. Often fails to cooperate, unwilling to work with or assist others 2. Cooperation must be solicited/seldom volunteers to work with or assist others 3. Generally works well with and assists others 4. Quick to volunteer to work with & assist others 5. Exceptionally successful in working with & assisting others |
| <p>3 <input type="checkbox"/> Work Quantity</p> <ol style="list-style-type: none"> 1. Amount of work/output is inadequate 2. Work volume is inconsistent - unacceptable at times 3. Acceptable volume of work under normal conditions 4. Consistently turns out a good volume of work 5. Has an outstanding ability to produce results | <p>6 <input type="checkbox"/> Dependability</p> <ol style="list-style-type: none"> 1. Entirely dependable/needs constant supervision 2. Cannot always be relied upon to get desired results without considerable supervision 3. Fairly reliable and conscientious/normal supervision required 4. Applies self well but occasionally needs direction 5. Inspires utmost confidence, a minimum of supervision required |

Job Evaluation (Continued)	
7	<p>Takes Responsibility</p> <ol style="list-style-type: none"> Unable to handle current responsibilities/needs help Has probably reached most suitable job or level of responsibility/training needed Capable of handling responsibility Motivates self to get tasks accomplished/handles responsibility well Outstanding candidate for future developments/accepts responsibility well/leads & motivates
8	<p>Time Management</p> <ol style="list-style-type: none"> Very poor use of time/must have consistent supervision Lacks in time management skills/needs supervision In most situations, uses time wisely Uses time wisely/maximizes efforts in completing job Outstanding time management skills/utilizes time to the best interest of the company.
9	<p>Customer Relations</p> <ol style="list-style-type: none"> Unable to support customers willingly/needs close supervision Usually helps customers in need when requested Is courteous & helpful to customers Works well with customers to solve problems & presents self in a professional manner Goes above & beyond to serve & support customers in a helpful & courteous manner
10	<p>Goals</p> <ol style="list-style-type: none"> Lacks in discipline & drive/goals are not reached Goals are often missed/needs focus & supervision Sets goals and achieves objectives under normal conditions Achieves goals set and maintains high personal goals as well Consistently exceeds goals set and produces outstanding results
11	<p>Ability to Complete Projects</p> <ol style="list-style-type: none"> Unable to complete duties Is consistent at following assigned tasks Completes tasks assigned in normal working conditions Good at working independently Faithfully follows up on duties, & reports problem areas promptly
12	<p>Communication Skills</p> <ol style="list-style-type: none"> Uses inappropriate language/presents a poor company image Communicates without proper thought/needs improvement Communicates satisfactorily with supervisors & other associates in normal working conditions Communicates well with supervisor, associates & customers Speaks and writes clearly & concisely/presents ideas persuasively
13	<p>Absenteeism/Tardiness</p> <ol style="list-style-type: none"> Consistently misses work/excessive absenteeism & tardiness Often late to work/needs improvement In normal conditions arrives at work on time Exceeds expectations/is consistently on time/seldom absent Outstanding work record, seldom misses any work and is usually on time.
14	<p>Personal Evaluation</p> <ol style="list-style-type: none"> Lacks respect for safety of self & others Safety procedures are not always followed or maintained Practices good safety procedures when using company property & equipment Is concerned about the safety of self & other associates Outstanding safety procedures are followed consistently
15	<p>Respect for Property</p> <ol style="list-style-type: none"> Lacks respect for equipment and property/unacceptable use of equipment Occasionally abuses equipment & property/careless Takes good care of company property & equipment With great care/maintains equipment & property Exceeds company standards/maintains property & equipment for best use

Personal Evaluation (Continued)	
16	<p>Problem Solving</p> <ol style="list-style-type: none"> Often agitates associates about problems Consistently asks for help/looks at problem, not solution Appropriately finds solutions to problems before asking for help Keeps cool, handles problem situations well, looks for solutions Exceptional ability to find solution to problem
17	<p>Attitude/Loyalty</p> <ol style="list-style-type: none"> Disgruntled on job, critical of the company Shows little interest in either job or the company Appears satisfied with job, reflects a good attitude Happy on job, favorable attitude towards the company. Enthusiastic about job, reflects a posture of teamwork
18	<p>Judgment</p> <ol style="list-style-type: none"> Judgment unpredictable Makes frequent errors in judgment/works best with detailed instructions Judgment is adequate in normal situations Judgment usually of a high degree Thinks quickly & logically - judgment can be depended upon
19	<p>Concentration</p> <ol style="list-style-type: none"> Has trouble concentrating on assigned tasks-mind wanders frequently Lacks focus, not alert to duties unless supervision is given In normal working conditions is alert & responsive to duties Is alert and well disciplined in work habits. Outstanding concentration to work duties/alert & focused
20	<p>Enthusiasm</p> <ol style="list-style-type: none"> Is not enthusiastic about any ideas or suggestions/unmotivated Is supportive of ideas or suggestions but not enthusiastic In normal conditions is supportive and enthusiastic Personal drive & enthusiasm is beneficial to all Motivates others/outstanding enthusiasm & drive
21	<p>Grooming</p> <ol style="list-style-type: none"> Needs real improvement in dress, neatness, and habits Dress, neatness, and habits are inconsistent Neatness, personal dress & personal habits meet company standards Looks sharp, presents a good image - above average Always exceeds expectations/dress, neatness, & habits are consistently maintained
22	<p>Ability to Learn</p> <ol style="list-style-type: none"> Slow in learning/simple procedures need simple guidance Needs special guidance and repetition Learns satisfactorily Quick to grasp new ideas & methods Keen mind coupled with eagerness to learn
23	<p>Tactfulness</p> <ol style="list-style-type: none"> Lacks consideration for others Response to others sometimes inappropriate Is considerate of others feelings in normal conditions Knows when & how to respond in a respectful manner Considers others before self knows how to tactfully respond to others
24	<p>Self Confidence</p> <ol style="list-style-type: none"> Must be pushed or led - needs improvement Lacks confidence on new assignments/needs motivation In normal conditions, has confidence in own abilities Is very confident Has strong drive & desire, possesses outstanding confidence

Total Rating = _____ + 24 = _____ Evaluation Rating

Highest possible rating is 120

Take the Total Rating number divided by 24 total rating categories. Total will equal one digit number then round to the first decimal point.

Evaluation Rating

DEVELOPMENT PLAN		
Performance Program	Activities	Time Frame
1. Job Knowledge		
2. Work Quality		
3. Work Quantity		
4. Follows Instructions		
5. Cooperation with Others		
6. Dependability		
7. Takes Responsibility		
8. Time Management		
9. Customer Relations		

10. Goals		
11. Ability to Complete Projects		
12. Communication Skills		
13. Absenteeism/Tardiness		
14. Safety		
15. Respect for Property		
16. Problem Solving		
17. Attitude/Loyalty		
18. Judgement		
19. Concentration		

20. Enthusiasm		
21. Grooming		
22. Ability to Learn		
23. Factfulness		
24. Self Confidence		
EMPLOYEE'S COMMENTS		SUPERVISOR'S COMMENTS
Employee's Signature	Date	Supervisor's Signature
		Date

SALARY ADJUSTMENT FORM

ACTION RECOMMENDED

Present Salary \$ _____

Title Change (if appropriate)

Percent Change _____ %

Amount Change \$ _____

Supervisor _____

New Salary \$ _____

Date _____

APPROVAL

Director/Manager _____

Date _____

Personnel Department _____

Date _____