

Performance Evaluation Form



Employee Name:		Department:	
Job Title:		Manager Name:	
Review Period From:	To:	Clock #:	Date of Hire:

I. Foundational Competency Evaluation

Exceptional Performance: 5	Exceeds Expectations: 4	Meets Expectations: 3	Needs Improvement: 2	Unsatisfactory Performance: 1	1 – Unsatisfactory Performance	2 Needs Improvement	3 – Meets Expectations	4 – Exceeds Expectations	5 – Exceptional Performance
<p>1. Organizational/Communication Skills - Exhibits ability to plan, organize and prioritize workload effectively. Communicates effectively with people from all levels and backgrounds including supervisor, peers, and customers.</p> <p>Comments:</p>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Attendance – Adheres to work schedule and complies with attendance and leave policies.</p> <p>Comments:</p>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Adaptability/Reliability – Demonstrates ability to adjust to changes in job, stress, deadlines, assignments, methods, personnel, or surroundings with little difficulty. Demonstrates a high level of dependability in all aspects of the job.</p> <p>Comments:</p>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Accountability – Holds self and others accountable for measurable high-quality, timely and cost effective results. Accepts responsibility for mistakes and complies with established control systems and rules.</p> <p>Comments:</p>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Customer Service Skills - Fulfills the needs of internal and/or external customers by anticipating needs and delivering service accurately and on time.</p> <p>Comments:</p>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level One Fundamental

Performance Evaluation Form



Exceptional Performance: 5 Exceeds Expectations: 4 Meets Expectations: 3 Needs Improvement: 2 Unsatisfactory Performance: 1	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates quality and quantity of work that is easily recognized as truly exceptional by others. Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results. Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. While minor deviations may occur, the overall level of performance meets all position requirements Performance is noticeably less than expected. The employee generally meets most job requirements, but struggles to fully meet them all. The need for further development and improvement is clearly recognized. Performance must improve substantially within a reasonable period of time if the individual is to remain in this position. The employee is not meeting the job requirements.	1 – Unsatisfactory Performance	2 Needs Improvement	3 – Meets Expectations	4 – Exceeds Expectations	5 – Exceptional Performance
Level Two-Intermediate	6. Judgment/Initiative - <i>Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment. Able to work independently; is resourceful and willing to do more than the minimum.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Job Knowledge, Skills and Abilities - <i>Possesses skills, knowledge and proficiency to perform job competently.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Quality/Quantity of Work - <i>Employee's ability to produce work with accuracy, completeness, and consistency. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level Three-Advanced	9. Decision making – <i>Makes well-informed, effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Influencing Others – <i>Demonstrates the ability to effectively persuade others to listen, commit and act on a new approach.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Exceeds Expectations: 4	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results.	
Meets Expectations: 3	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. While minor deviations may occur, the overall level of performance meets all position requirements	
Needs Improvement: 2	Performance is noticeably less than expected. The employee generally meets most job requirements, but struggles to fully meet them all. The need for further development and improvement is clearly recognized.	
Unsatisfactory Performance: 1	Performance must improve substantially within a reasonable period of time if the individual is to remain in this position. The employee is not meeting the job requirements.	
Overall Competency Rating – Average scores 1 through 10 above:		

II. Performance Summary

(Attach additional pages as necessary)

- List all aspects of employee's performance that contribute to his or her effectiveness.

- List aspects of employee's performance that require improvement for greater effectiveness.

III. Goal Review

**** Attach any other supporting documentation as needed.**

Goal 1:	Outcome(s):	Weight	Rating
Goal 2:	Outcome(s):	Weight	Rating
Goal 3:	Outcome(s):	Weight	Rating

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Goal 4:	Outcome(s):	Weight	Rating
Goal 5:	Outcome(s):	Weight	Rating
Overall Goals Weight/Rating			

Exceptional Performance: 5	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates quality and quantity of work that is easily recognized as truly exceptional by others.
Exceeds Expectations: 4	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results.
Meets Expectations: 3	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. While minor deviations may occur, the overall level of performance meets all position requirements
Needs Improvement: 2	Performance is noticeably less than expected. The employee generally meets most job requirements, but struggles to fully meet them all. The need for further development and improvement is clearly recognized.
Unsatisfactory Performance: 1	Performance must improve substantially within a reasonable period of time if the individual is to remain in this position. The employee is not meeting the job requirements.

Final Performance Rating

Employee's Signature:

Date:

Supervisor's Signature:

Date:

This annual performance review will become part of your personnel file. Please sign below to acknowledge that you have received this document.

Department Head's Signature:

Date: