Performance Evaluation Form

Employee Name:		**Department**:		
Job Title:		**Manager Name:**		**Manager Clock #**:
Review Period		**Clock #**	**Date Signed**	**Final Performance Rating**
From:	To:			

I. Foundational Competency Evaluation

		1 – Unsatisfactory Performance	2 Needs Improvement	3 – Meets Expectations	4 – Exceeds Expectations	5 – Exceptional Performance
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.					

Level One Fundamental

1. **Organizational Skills** - *Exhibits ability to plan, organize and prioritize workload effectively. Effectively manages time.*

   Comments:

2. **Communication Skills –** *Communicates effectively and professionally with staff and customers. Uses tact and interpersonal skills to develop rapport.*

   ***Comments*:**

3. ***Reliability/Attendance-****Adheres to work schedule and complies with attendance and leave policies. Demonstrates high level of dependability in all aspects of the job.*

   Comments:

4. **Adaptability**– *Demonstrates ability to adjust to changes in job, stress, deadlines, assignments, methods, personnel, or surroundings with little difficulty.*

   Comments:

5. **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.*

   Comments:

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Level Two-Intermediate

6. **Customer Focus** - *Fulfills the needs of internal and/or external customers by anticipating needs and delivering service accurately and on time.*

   Comments:

7. **Initiative/Quality & Quantity of Work** - *Self-motivated and seeks additional tasks when assigned work is completed. Willingly does more than the minimum. Produces work with accuracy, completeness, and consistency in timely manner.*

   Comments:

8. **Job Knowledge, Skills and Abilities** - *Possesses skills, knowledge and proficiency to perform job competently.*

   Comments:

Level Three-Advanced

9. **Judgment/Decision making –** *Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment. Makes well-informed, effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.*

   Comments:

10. **Influencing Others** – *Demonstrates the ability to effectively influence others to listen, commit, and act on a new approach.*

    Comments:

Overall Rating – Total score 1 through 10 above: **Average Score:**

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II. Performance Summary

(Attach additional pages as necessary)

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

2. 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):**	**Rating**
Goal 2:	**Outcome(s):**	**Rating**
Goal 3:	**Outcome(s):**	**Rating**
Overall Goals Weight/Rating		

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IV. Employee Comments:

V. Final Performance Rating

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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

This performance review will become part of your personnel file. Please sign below to acknowledge that you have received this document. ***Please mark the appropriate period for this evaluation.***

◯ **Mid-Year**	◯ **Year End**

Employee's Signature: **Date:**

Supervisor's Signature: **Date:**

Department Head's Signature: **Date:**