

Performance Evaluation Form



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

I. Foundational Competency Evaluation

Performance Level	Description	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 Fundamentals	1. Organizational Skills - Exhibits ability to plan, organize and prioritize workload effectively. Effectively manages time. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Communication Skills – Communicates effectively and professionally with staff and customers. Uses tact and interpersonal skills to develop rapport. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Adaptability – Demonstrates ability to adjust to changes in job, stress, deadlines, assignments, methods, personnel, or surroundings with little difficulty. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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. Customer Focus - <i>Fulfills the needs of internal and/or external customers by anticipating needs and delivering service accurately and on time.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Initiative/Quality & Quantity of Work - <i>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.</i> Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. 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"/>
Level Three-Advanced	9. Judgment/Decision making – <i>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.</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 influence 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"/>
Overall Competency Rating – Average scores 1 through 10 above:						

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

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IV. Employee Comments:

V. Final Performance 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.
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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

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.*

<input type="checkbox"/> Mid-Year	<input type="checkbox"/> Year End
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Employee's Signature:

Date:

Supervisor's Signature:

Date:

Department Head's Signature:

Date: