

Employee's Name \_\_\_\_\_ Title \_\_\_\_\_

Office/Dept. \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**PERFORMANCE DEFINITIONS**

- \* 3 **COMMENDABLE** Performs beyond specified requirements within job description
- 2 **ACCEPTABLE** Meets the specified requirements of job description
- 1 **MARGINAL** Corrective action and/or release from job may be required

**STEP I** EVALUATE THE ELEMENTS OF PERFORMANCE. Evaluate all factors indicated below by checking the appropriate space and commenting where applicable.

	* 3	2	1
QUALITY - Performs work			
thoroughly	_____	_____	_____
effectively	_____	_____	_____
accurately	_____	_____	_____
QUANTITY - Completes the necessary amount of work	_____	_____	_____
Is able to prioritize tasks	_____	_____	_____
KNOWLEDGE - Is capable in handling all phases and details within job specifications	_____	_____	_____
HUMAN RELATIONS - Is willing to work with others	_____	_____	_____
Is able to work with others	_____	_____	_____
COMMUNICATION SKILLS - Effectively presents written ideas and information to others	_____	_____	_____
JUDGEMENT - Is able to make decisions based on sound reasoning	_____	_____	_____
JOB DEPENDABILITY - Is honest and reliable in carrying out instructions	_____	_____	_____
Observes Personnel Policies	_____	_____	_____
Complies with established working hours	_____	_____	_____
ATTITUDE - Accepts procedures	_____	_____	_____
Is discrete in speech and action	_____	_____	_____
Is enthusiastic	_____	_____	_____
Exhibits a sense of loyalty	_____	_____	_____
INITIATIVE - Is a self starter	_____	_____	_____
Shows originality	_____	_____	_____
Makes decisions when required	_____	_____	_____
Initiates action	_____	_____	_____

\* Attach Job Description to Evaluation Form

COMMENTS:

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**STEP II** OVERALL PERFORMANCE RATING. Considering all of the above accomplishments, check the appropriate space below to indicate the overall performance rating. Take into account results achieved during the rating period compared to the expectations of the supervisor as to how well the standards for the position are being met, exceeded or to the degree the employee's performance falls short of expectations.

OVERALL EVALUATION \_\_\_\_\_  
(commendable - acceptable - marginal)

**STEP III** FOLLOWING THE PERFORMANCE EVALUATION REVIEW WITH INDIVIDUAL, COMPLETE THE FOLLOWING:

A. Describe any goals or objectives established for the period between this and next review.

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B. Describe other functions or areas, if any, for which this individual should be considered. Include a description of any unusual skills or abilities that could contribute to this or potential assignments.

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C. Record the person's comments regarding the performance evaluation, the present assignment, or other comments.

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