

Employee Evaluation Form and Ratings

Name:

Date:

Position:

Supervisor:

Instructions: Indicate your rating of this employee by circling the number that best indicates or describes the employee's performance for the particular criteria. You may use a decimal (i.e., 3.5) to be more specific in the appropriate box, and in the score blank to the left. Total the score to evaluate the overall rating. Add comments where appropriate

1. Attitude: Does the employee possess an acceptable attitude toward fellow employees, supervisors and work assigned?
Score 1. 2. 3. 4. 5.
2. Attendance: Is the employee at work on a regular basis?
Score 1. 2. 3. 4. 5.
3. Appearance: Does the employee's appearance and personal grooming represent the image and standards of (Your Firm Here) to its customers and stakeholders?
Score 1. 2. 3. 4. 5.
4. Punctuality: Is the employee punctual and on time?
Score 1. 2. 3. 4. 5.
5. Dependability: Is the employee's communication accurate and unbiased?
Score 1. 2. 3. 4. 5.
6. Dependability: Does the employee fulfill assigned tasks and duties as directed?
Score 1. 2. 3. 4. 5.
7. Adaptable/Flexible: Changes in job assignments or other issues are willingly accepted.
Score 1. 2. 3. 4. 5.
8. Motivation: Is the employee self-motivated and willing to perform assigned tasks/duties?
Score 1. 2. 3. 4. 5.
9. Decision-Making: Does employee make timely and appropriate decisions when required without supervisor's assistance?
Score 1. 2. 3. 4. 5.

10. Decision-Making: Does the employee seek supervisory advice and decisions during appropriate situations?
Score 1. 2. 3. 4. 5.
11. Job Knowledge: Does the employee possess adequate knowledge of their job?
Score 1. 2. 3. 4. 5.
12. Productivity: Does the employee produce the volume of work at the speed and consistency expected by you?
Score 1. 2. 3. 4. 5.
13. Quality: Does the employee's production quality consistently meet standards?
Score 1. 2. 3. 4. 5.
14. Accuracy: Is work error-free with infrequent checks needed?
Score 1. 2. 3. 4. 5.
15. Comprehension: Is employee able to understand and retain instructions satisfactorily?
Score 1. 2. 3. 4. 5.
16. Communication: Is the employee able to express his/her thoughts effectively through either written or verbal communications with others in their work team?
Score 1. 2. 3. 4. 5.
17. Communication: Is the employee able to express his/her thoughts effectively through either written or verbal communication with people in work teams in other departments in the company?
Score 1. 2. 3. 4. 5.
18. Safety: Does the employee work safely and comply with current safety and legal policies?
Score 1. 2. 3. 4. 5.
19. Housekeeping: The office and work areas kept organized and free from hazards.
Score 1. 2. 3. 4. 5.
20. Bonus: An additional score of up to 5 points may be added for work above and beyond the call of duty.
Score 1. 2. 3. 4. 5.

Employee Evaluation Comments

Areas of strengths:

Areas of weaknesses/limitations:

Action plan for improvement:

Employee comments:

Employee signature

Date:

Supervisor's signature

Date:

Manager's signature

Date:

Evaluation Ratings

Add up the points for each category rated. The total score will indicate the employee's overall evaluation as outlined below.

- | | |
|-----------------|---|
| 0 - 20 | Employees scoring this low should probably be terminated. Their performance is far too low and chances for improvement are marginal. |
| 20-40 | Employees scoring in this range are considered marginal. They should be informed that if there is no improvement on their next evaluation, you will consider terminating their employment. Be careful how this is worded. The employee may find other employment, and quit when you have not planned for a change in personnel. |
| 40-60 | This is the range for average performance. Most employees will score in this range. Improvement should be expected over several evaluations. |
| 60-80 | Evaluations in this range are very desirable. Employees who score in this range demonstrate above-average performance in their position. |
| 80-100.1 | This is the highest level of performance. Few employees will score consistently at this level. Only the top performers obtain it. |