

15. Employee Performance Evaluation Form

[employee name]

Review period

[position]

From

Requirements/attributes

Primary responsibilities

Secondary responsibilities

Career path

Instructions

Evaluate performance by circling the appropriate response. Enter comments as necessary. Set goals for the next review period.

Rating

1. Substandard—Needs constant supervision 2. Below average—Needs improvement 3. Average—Satisfactorily meets criteria
4. Above average—Exceeds criteria 5. Exemplary—Deserving of unusual recognition

General criteria

Personality/demeanor

Flexible and easy to get along	1	2	3	4	5
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Relationship skills

Cooperates and works well in teams	1	2	3	4	5
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Communication skills

Listens, understands and expresses him/herself well	1	2	3	4	5
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Attendance and promptness

Observes assigned work hours, is conscientious	1	2	3	4	5
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Initiative

Works without close supervision, initiates action	1	2	3	4	5
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Organization and time-awareness

Sets and observes own priorities for the best use of time	1	2	3	4	5
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Self-control

Maintains composure and performs well under pressure	1	2	3	4	5
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Comments

Employee's major strengths

Area in need of most improvement

[employee name]	Review period
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Position specific criteria

Proficiency					
Understands craft, systems and processes	1	2	3	4	5
Project management					
Organizes tasks and assignments	1	2	3	4	5
Attention to detail					
Attentive to all aspects of assignments/workflow	1	2	3	4	5
Client interaction					
Relates to clients/supervisor needs, spoken and unspoken	1	2	3	4	5
Creativity					
Seeks innovative solutions	1	2	3	4	5
Business skills					
Understands and works to increase profitability	1	2	3	4	5

Recommendations for improvement

Employee's major strengths

Goals for next review period

I have been shown this evaluation. My signature below does not necessarily imply agreement.

Agreed and approved
[designer inc]

Agreed and approved
[employee name]

Date

Date

Scheduled date of next evaluation