



## EMPLOYEE PERFORMANCE EVALUATION

Employee Name:		<input type="checkbox"/> 3 month <input type="checkbox"/> Transfer / Promotion	<input type="checkbox"/> Annual <input type="checkbox"/> Other
Position:		Date of Hire:	
Prepared by:		Date of Last Evaluation:	

I met with my supervisor on the date indicated and reviewed this Performance Evaluation in detail. My signature below indicates that the contents were discussed with me and does not necessarily indicate agreement. I can make my disagreement, if any, known by a written communication to my supervisor, with a copy to the Human Resources Representative. This Performance Evaluation does not alter the at-will employment relationship.

Employee  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Performance Level Descriptions and Definition**

**5 = Exceptional:** *(The best performance possible.)* Results and behaviors are exceptional and particularly valuable to the organization; this person is a role model. Performance is routinely ahead of schedule, innovative, cost-conscious, and participative. Requires little to no supervision; would be difficult to expect improvement.

**4 = Highly Successful:** *(Sets example for others.)* Usually exceeds expectations. This person is a strong contributor, and is eager, helpful, prompt, and conscientious; Handles the expected and much of the unexpected with limited supervision. Is knowledgeable and skillful about the job and can teach others.

**3 = Successful:** *(Handles challenging job well.)* Consistently meets the expectations; Performance at this level provides an acceptable contribution. Work is usually on time, and of adequate quality; behavior is willing.

**2 = Needs improvement:** *(Improvement required.)* Does not consistently meet the expectations and job requirements; demonstrates some performance deficiencies or inconsistencies; requires more supervision than normally expected for routine function. Additional follow-up will be necessary.

**1 = Unacceptable:** *(Clearly deficient.)* Performance of this duty or behavior does not meet reasonable expectations and company standards. Employees must take immediate steps to improve. Failure to do so may result in formal corrective actions.

## Section I – Job Responsibilities

Job Knowledge	1	2	3	4	5
Understands and is knowledgeable of the duties, methods, and procedures required by the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

Work Quality	1	2	3	4	5
Completes work assignments thoroughly and completely and in an accurate, prompt neat manner, including standards for verbal/written communications if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

Accuracy	1	2	3	4	5
Identifies and corrects errors. Is careful, alert and accurate, paying attention to details on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Initiative</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Contributes creative thoughts and ideas. Takes action when necessary. Can work independently with minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Cooperation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Maintains positive relationships with supervisors and co-workers. Uses tact/diplomacy when dealing with other people. Will assist when needed without complaining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Work Ethic</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demonstrates commitment, dedication cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Considers safety of self and others while working. Accepts responsibility for job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Organization and Time Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Organizes work well and uses time effectively. Completes work in a timely manner without compromising accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Adherence to Policy</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Follows rules of conduct, safety rules, other regulations, and adheres to company policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Attendance and Punctuality</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Dependable, arrives at work on time, reports on all scheduled days, adheres to break and meal schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

## Section II – Traditions Values

<b>Integrity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demonstrates respect and trust of others. Is honest about errors or mistakes and recognizes strengths and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Teamwork</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demonstrates ability to get along with others, is respectful of coworkers, and communicates as a team player. Promotes teamwork and willingly participates in group activities. Seeks to collaborate and offers assistance to others on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Communication</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Openly exchanges information in a timely manner, knows who to keep informed, listens, understands, uses confidential information with absolute discretion, writes and speaks in a clear concise manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Interpersonal Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Performs with minimal supervision, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, and makes practical decisions. Responds and acts appropriately to confrontational situations. Recognizes and accepts constructive criticism and makes efforts to make the necessary changes for a positive result. Seeks out training and new information to improve self and work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Exceeds Guest Expectations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Passionate about resolving guest's problems. Responds in a timely manner to guest requests for information and/or questions. Interacts with the guest in a friendly respectful manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

<b>Professional Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Looks for ways to increase, enhance, and develop knowledge, skills, and abilities of the job responsibilities or in preparation of future advancement opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

### Section III – Overall Performance Evaluation Summary

Overall Performance	1	2	3	4	5
Check the box that best summarizes the employee's overall level of performance stated in Section's I, and II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations:					

### Professional Development (Goals)

In this section please identify three goals (30 day, 6 month, and 1 year) for professional development and growth. The purpose of goal setting is to increase, enhance, and develop knowledge, skills, and abilities of the employee's job responsibilities or in preparation of future advancement opportunities. The goals may contribute, but are not limited to, streamlining processes and procedures, identification and solution to an ongoing issue or problem regarding your job responsibilities, educational opportunities such as, classes, seminars, and training sessions that increase job knowledge. The employee and supervisor will discuss and evaluate each goal and agree on the goals established for the next evaluation period. It is the employee's responsibility to communicate on a consistent basis with the supervisor, the progress toward completing the goals or request assistance and guidance, in order to successfully achieve the goals.

The goals should be **SMART**:

**S – SPECIFIC**

**M – MEASURABLE**

**A – ATTAINABLE**

**R – REALISTIC**

**T – TIMELY** (the goal should be reasonably achievable by the agreed expected Completion date)

**Example:**

30 Days

<b>Goal:</b> I make greet every customer within 60 seconds of their arrival.				
Expected Completion Date:	06/15/2005			
Supervisor Follow Up Dates:	05/15/2005	05/20/2005	06/11/2005	
Goal Completion Date:	06/15/2005			
Comments:				

30 Days

<b>Goal:</b>				
Expected Completion Date:	12-15-2008			
Supervisor Follow Up Dates:				
Goal Completion Date:				
Comments:				

6 Months

<b>Goal:</b>				
Expected Completion Date:	5-15-2008			
Supervisor Follow Up Dates:				
Goal Completion Date:				
Comments:				

1 Year

<b>Goal:</b>				
Expected Completion Date:	11-15-2008			
Supervisor Follow Up Dates:				
Goal Completion Date:				
Comments:				