

## PERFORMANCE EVALUATION FORM

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

- I. **General Performance Standards:** Consider each standard separately. Mark the appropriate box which most accurately reflects the level of performance.

**Job Knowledge, Skills, and Abilities:** The employee demonstrates the knowledge, skills, and abilities necessary to perform work satisfactorily.

Does not have the basic knowledge, skills, and abilities to perform work satisfactorily. <input type="checkbox"/>	Has the basic knowledge, skills, and abilities to perform work satisfactorily. <input type="checkbox"/>	Has exceptional knowledge, skills, and abilities to perform work. <input type="checkbox"/>
Comments		

**Quality of Work:** The employee demonstrates accuracy, attention to detail, and effectiveness in completion of work.

Work is sometimes inaccurate or incomplete; fails to meet departmental standards. <input type="checkbox"/>	Work is usually accurate and thorough; work meets departmental standards. <input type="checkbox"/>	Work is consistently of excellent quality, accuracy, and detail. <input type="checkbox"/>
Comments		

**Productivity:** Employee performs work with efficiency, consistency, and timeliness.

Works slower than expected; work is of substandard consistency and timeliness. <input type="checkbox"/>	Completes work on time, with consistency, and efficiency; meets departmental standards. <input type="checkbox"/>	Quickly completes work, often ahead of schedule; effectively prioritizes work; exceeds departmental standards. <input type="checkbox"/>
Comments		

**Reliability:** The employee exhibits dependability and conscientiousness in performing work and in willingness to accept responsibilities.

Sometimes is not dependable and conscientious in performing work; unwilling to accept responsibilities. <input type="checkbox"/>	Consistently dependable and conscientious; usually accepts responsibilities; meets departmental standards. <input type="checkbox"/>	Extremely dependable; follows through promptly on all tasks; accepts responsibilities; exceeds job goals; show high level of initiative. <input type="checkbox"/>
Comments		

**Communication:** The employee demonstrates an appropriate level of written/verbal communication skills to satisfactorily perform the job.

Communication skills impair work performance. <input type="checkbox"/>	Possesses the required communication skills and is effective in the position; meets departmental standards. <input type="checkbox"/>	Has excellent communication skills; very effective in verbal/written interactions. <input type="checkbox"/>
Comments		

**Work Relationships:** The employee possesses the ability to maintain effective and productive working relationships with fellow employees, supervisors, and the public.

Has trouble getting along with other employees, supervisors, and the public. <input type="checkbox"/>	Has a generally positive approach in assisting others; maintains effective working relationships; meets departmental standards. <input type="checkbox"/>	Exceeds departmental standards; highly cooperative; works hard to promote positive work relationships. <input type="checkbox"/>
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Comments
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**Safety:** The employee adheres to the rules and regulations to ensure safety standards are met.

Fails to follow safety rules and regulations; fails below departmental standards. <input type="checkbox"/>	Follows safety rules and meets departmental standards. <input type="checkbox"/>	Exceeds departmental standards for safety. <input type="checkbox"/>
Comments		

**II** **Specific Job Performance Standards:** This section is designed to be job specific as it relates to the essential functions on the attached job description. Check the standard which represents the employee's work performance. In the comment section, provide information to explain and support ratings.

Job Performance Standard #1	Below Standard	Meets Standard	Exceeds Standard
Comments:			
Job Performance Standard #2	Below Standard	Meets Standard	Exceeds Standard
Comments:			
Job Performance Standard #3	Below Standard	Meets Standard	Exceeds Standard
Comments:			
Job Performance Standard #4	Below Standard	Meets Standard	Exceeds Standard
Comments:			
Job Performance Standard #5	Below Standard	Meets Standard	Exceeds Standard
Comments:			

- III Overall Work Performance Rating:** Check the standard which matches the employee's *overall* work performance. An overall work performance rating that does not meet a job requirement must include a specific explanation in the comment section. Explanations must include the specific job performance expectation and areas for improvement. Attach additional sheets as necessary.

Performance needs improvement to meet job requirements. <input type="checkbox"/>	Performance meets job requirements. <input type="checkbox"/>	Performance exceeds job requirements. <input type="checkbox"/>
Comments		

- IV Future Goals:** This will be completed jointly by the supervisor and the employee. A goal must include how much, of what, by when. A goal worksheet may be attached.

Goal 1:	Target Date for Completion:
Goal 2:	Target Date for Completion:
Goal 3:	Target Date for Completion:

- V Employee Comments:** *(you may attached additional sheets)*

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By signing this form, the employee acknowledges only that this evaluation was discussed and a copy has been received by the employee. The employee's signature does not signify agreement with the evaluation.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## EMPLOYEE SELF EVALUATION FORM

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

1. What were your principal accomplishments in your areas of responsibility since your last evaluation?

2. Within the areas of your responsibility, what are things you could improve or build upon?

3. Having reviewed your job description, do your areas of responsibility fit this job description? If certain areas do not, what adjustments do you feel should be made?

4. What aspects of your job are you most satisfied with?

5. What aspects of your job are least satisfied with?