Performance Evaluation

EVALUATOR:

|  |  |
| --- | --- |
| **NAME:** | **OFFICE:** |
| **POSITION:** | **REVIEW Annual** |
| **DATE OF EMPLOYMENT:** | **DATE PREPARED:** |

*Before beginning this evaluation, you should carefully review the criteria to be considered for each rating category given below and the instructions on the reverse side of the form. You should support ratings with appropriate performance-based comments.*

|  |  |
| --- | --- |
| **EXPECTATION** | **CATEGORY** |
| ABOVE | AT | BELOW |  |
|  |  |  | ***QUALITY OF WORK.*** Work meets quality requirements of accuracy, thoroughness, and neatness. Staff member plans ahead. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***QUALITY OF WORK.*** Volume, speed of output |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***KNOWLEDGE OF POSITION.*** Extent of information and understanding possessed by staff member in own particular field. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***INITIATIVE.*** Extent to which staff member is a “self starter” in attaining work objectives. Does the staff member work effectively in the absence of detailed instruction? Does the staff member contribute new ideas? |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***ADAPTABILITY.*** Ability to learn new duties and adjust to new situations. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***DEPENDABILITY.*** Extent to which you can depend on staff member to report on time, stay on job, carry out instructions, follow assignments through to completion. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***WRITTEN AND ORAL COMMUNICATION.*** Ability to convey information in an efficient, coherent, and courteous manner via telephone, written work, etc. |
|  |  |  |  |
|  |  |  |  |

(cont’d)

|  |  |
| --- | --- |
| **EXPECTATION** | **CATEGORY** |
| ABOVE | AT | BELOW |  |
|  |  |  | ***INTERPERSONAL RELATIONSHIPS.*** Cooperation with others; tactfulness; ability to get along with co-workers and superiors. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***PERSONAL CHARACTERISTICS.***. Positive and professional in approach to work, accepts suggestions, and guidance; well groomed. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***attitude.*** Staff member is a team player. Cooperation is given fully; does not waste time when he/she could assist others. Exhibits a positive attitude towards firm, administration, and coworkers. Shows initiative. Interacts well with coworkers. |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ***attendance.*** Conscientious about attendance and punctuality (sick leave, tardiness, breaks, etc.) *do not consider absences covered by the family and medical leave act.* |
|  |  |  |  |
|  |  |  |  |
| **other comments:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**signatures**

employee date

evaluator date

personnel manager date

|  |
| --- |
| **instructions for completing the performance evaluation** |
| This performance evaluation is to serve as a record of performance and accomplishments during the past 3 or 12 months. Its purpose is to summarize the information necessary to report the individual’s current performance and to assist you and others in effectively developing and counseling the staff member. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This performance evaluation should be discussed with each employee. Your ratings and comments should be kept as objective as possible. Please note that “at expectation” completely describes satisfactory performance. |

(cont’d)

|  |
| --- |
| **ratings**The following descriptions will help you in using the rating scale. The basis for performance ratings should be indicated in the comments section. |
| **Above Expectation** | Indicates exceptional performance that consistently exceeds the quality and quantity requirements of the position. Very little, if any, supervision or guidance is required in daily work. |
| **At****Expectation** | Indicates performance that consistently meets the requirements of the position. Works very well with a minimum of supervision. This evaluation will be that normally used to describe performance of high quality that meets the standards of the firm. |
| **Below****Expectation** | Indicates performance that requires improvement. If this category is used, there should be specific comments regarding how performance is to be improved. |
| **No****Basis** | Write “No Basis” in the section if the evaluator is unable to appraise the performance of the individual due to the nature of the individual’s assignment. |
| **other comments by evaluator**Additional comments or observations not previously made with respect to the rating, either exceptional performance or recommendations for improvements, may be made in the space provided. Recommendations for improvements should be directed to specific areas in which the staff member may improve performance. |

**\*\*\*the company is an at-will employer, meaning that either the company or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do noT alter the parties’ at-will relationship.\*\*\***