Self/peer performance evaluation form

Person being rated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🗖 self 🗖 peer

Please rate the above individual on the following 25 dimensions in the spaces provided next to each number. Use the scale below:

 **1=does not meet job requirements**

 **2=opportunity for improvements**

 **3=meets job requirements**

 **4=exceeds job requirements**

 **N/A= Don’t know/Not Applicable**

\_\_\_ **SAFETY/ENVIRONMENTAL/HEALTH**

 \_\_\_ 1. Maintains a clean/safe work area

 \_\_\_ 2. Identifies unsafe acts and hazards

 \_\_\_ 3. Performs job safely

\_\_\_ **COMMUNICATION**

 \_\_\_ 4. Listens well

 \_\_\_ 5. Effectively communicates with other employees

 \_\_\_ 6. Gives clear, complete, and accurate information

\_\_\_ **DECISION MAKING**

 \_\_\_ 7. Makes timely, effective decisions based on experience and information

 \_\_\_ 8. Anticipates problems and adjusts accordingly

 \_\_\_ 9. Makes decisions supporting company/departmental goals

\_\_\_ **PERFORMANCE**

 \_\_\_ 10. Work output meets expected levels

 \_\_\_ 11. Work meets quality standards

 \_\_\_ 12. Organizes work effectively - uses available resources (time, equipment, and the like) efficiently

 \_\_\_ 13. Takes initiative to improve job related skills

 \_\_\_ 14. Promotes continuous improvement in all work processes

 \_\_\_ 15. Meets or exceeds agreed-upon customer requirements

\_\_\_ **TEAM SKILL**

 \_\_\_ 16. Works well with others

 \_\_\_ 17. Works effectively with team members

 \_\_\_ 18. Understands and commits to team’s objectives

 \_\_\_ 19. Understands and supports each team member’s role

 \_\_\_ 20. Offers and accepts constructive feedback

 \_\_\_ 21. Balances individual and team efforts

\_\_\_ **DEPENDABILITY**

 \_\_\_ 22. Works well without being supervised

 \_\_\_ 23. Reliable (on the job, on time, follows through with commitments)

\_\_\_ **CONDUCT/ATTITUDE**

 \_\_\_ 24. Displays positive attitude

 \_\_\_ 25. Acts in a professional manner

Comments:

**\*\*\*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 REASON. THE RATINGS REFLECTED BY THIS FORM DO NOT ALTER THE PARTIES’ AT WILL RELATIONSHIP\*\*\***