

## PERFORMANCE EVALUATION FORM

Employee: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

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

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

### SECTION I - GENERAL PERFORMANCE STANDARDS

Consider each standard separately. Mark an **X** in the appropriate box which most reflects the evaluator's response.

**1. 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"/>
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COMMENTS:

**2. 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"/>
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COMMENTS:

**3. 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 works; exceeds departmental standards. <input type="checkbox"/>
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COMMENTS:

**4. 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"/>
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COMMENTS:

**5. COMMUNICATION:** The employee demonstrates the appropriate level of written and verbal communication skills necessary 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 and written interactions. <input type="checkbox"/>
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COMMENTS:

**6. 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:

**7. SAFETY:** The employee adheres to the rules and regulations to ensure safety standards are met.

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

## JOB PERFORMANCE STANDARDS

This section is designed to be "job specific". Refer to the employee's job description and list the major job duties specifically related to the performance of this job. Check the standard which represents the employee's work performance. Additional job performance standards may be attached. In the comment section, provide information to explain and support ratings that indicate substandard performance.

**BELOW STANDARD:** Job performance generally falls below standards required for the position.

**MEETS STANDARDS:** Job performance satisfactorily meets the requirements for the position.

**EXCEEDS STANDARDS:** Job performance consistently exceeds the standards for the position.

	<b>BELOW STANDARD</b>	<b>MEETS STANDARD</b>	<b>EXCEEDS STANDARD</b>
<b>JOB PERFORMANCE STANDARDS</b>			
1. COMMENTS:			
2. COMMENTS:			
3. COMMENTS:			
4. COMMENTS:			
5. COMMENTS:			

**SECTION III - OVERALL WORK PERFORMANCE:** Check the standard which matches the employee's OVERALL work performance. An overall work performance rating which does not meet "Job Requirements" requires specific explanation in the comment section. Explanation must include the specific job performance areas requiring 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"/>
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COMMENTS:

**SECTION IV – GOALS ESTABLISHED FOR NEXT YEAR** (to be completed jointly by supervisor and employee). Goal worksheet may be attached.

Goal 1

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Goal 2

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Goal 3

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**SECTION V - EMPLOYEE COMMENTS:** Comments are encouraged either agreeing, disagreeing or acknowledging the supervisor's evaluation. Attach additional information if needed.

Supervisor's signature: \_\_\_\_\_

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

Employee's signature: \_\_\_\_\_

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

**NOTE:** 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.