



EMPLOYEE PERFORMANCE EVALUATION

Name: _____	Employee #: _____
Position: _____	Dept: _____
Supervisor: _____	Eval. Term: _____ to _____ mm/dd/yy mm/dd/yy
Type of Evaluation: <input type="checkbox"/> 90 Day <input type="checkbox"/> Annual <input type="checkbox"/> Performance	

LEVELS OF PERFORMANCE

EXCEEDS EXPECTATIONS (EE)	<ul style="list-style-type: none"> -Frequently exceeds position requirements on many aspects of the job. -Includes completion of challenging work goals. Incumbent takes initiative to do extra projects or tasks, as appropriate. -Is clearly outstanding, showing real strength in many areas. Because of personal strengths, incumbent is sought out as a resource by others. -Invariably is of outstanding quality. Incumbent's work is an example for others. Superb work is the norm. -Provides support to others and serves as an example greatly contributing to work group success. -Is based on anticipating and maximizing opportunities to achieve the best possible results. -Is at an outstanding level given the adverse changes in the environment.
MEETS EXPECTATIONS (ME)	<ul style="list-style-type: none"> -Is fully satisfactory and covers most important parts of the job. -Requires only normal follow-up. Incumbent usually completes regular work and projects on schedule. -Is adequate in key competency areas. -Includes work that can be used without needing to verify. Incumbent makes a few minor errors and seldom repeats them. -Adjusts to most favorable circumstances, increasing results accordingly. -Fully adjusts and compensates for adverse changes in circumstance.
DOES NOT MEET EXPECTATIONS (DN)	<ul style="list-style-type: none"> -Must improve to continue employment. Does not meet most of performance requirements. -Keeps falling behind and incumbent doesn't make the effort to catch up. -Demonstrates weaknesses in some key areas of the job. -Includes one mistake after another, in some key areas of the job. -Is holding up work of other people or creating a burden for others who have to carry the load. -Does not take advantage of changes in circumstances that could have resulted in exceeding original expectations. -Is not redirected when new adversities jeopardize results.



Evaluate the employee on the factors listed below. This evaluation should be done in a narrative form. Where possible, give specific examples of activities or events that support your ranking. The appropriate rating should be circled in the box to the right of each factor.

<p>1. VOLUME OF WORK: Maintains steady, acceptable level of work output</p>	<input type="checkbox"/> EE	<input type="checkbox"/> ME	<input type="checkbox"/> DN
<ul style="list-style-type: none"> • Completes assigned work within acceptable time frame. • Increases work pace, if needed, so that deadlines can be met. • Organizes work in order to obtain high productivity. 	<p>Supporting Examples:</p>		
<p>2. QUALITY OF WORK: Maintains acceptable standards of workmanship</p>	<input type="checkbox"/> EE	<input type="checkbox"/> ME	<input type="checkbox"/> DN
<ul style="list-style-type: none"> • Maintains economy of materials and cost consciousness. • Completes work thoroughly without requiring constant correction. • Maintains quality work under stressful situations. 	<p>Supporting Examples:</p>		
<p>3. JOB KNOWLEDGE: Understands job procedures, equipment and methods, responsibilities and scope of duties</p>	<input type="checkbox"/> EE	<input type="checkbox"/> ME	<input type="checkbox"/> DN
<ul style="list-style-type: none"> • Understands the operations (and limitations) of all equipment on the job. • Keeps informed and makes use of proper standards. Work procedures, and new developments in the specialist area. • Continues to expand job knowledge by learning new work tasks. 	<p>Supporting Examples:</p>		
<p>4. COMMITMENT TO JOB: Demonstrates a consistent, dependable work effort and positive work attitude.</p>	<input type="checkbox"/> EE	<input type="checkbox"/> ME	<input type="checkbox"/> DN
<ul style="list-style-type: none"> • Displays a reasonable amount of flexibility regarding assignments and work hours so that work can be completed. • Takes on additional responsibilities readily. • Adapts readily to changes in work assignments. 	<p>Supporting Examples:</p>		



Employee's Signature

(Employee signatures does not necessarily indicate agreement, but acknowledges that the appraisal has been discussed with employee)

Date

Supervisor

Date

Reviewer

Date

Human Resources Manager

Date

Next Evaluation Date