



General Information

Position	Division/Office	Evaluation Type
Department	Job Description	Periodic

Rating Summary By: _____

Content

NARRATIVE SECTION | TEXT ONLY

Describe areas of performance strength:

Areas of strength

Describe areas in which the employee excels on a continuous basis. Provide specific examples.

COMMENT

NARRATIVE SECTION | TEXT ONLY

Describe areas of opportunity or growth:

Areas in need of growth

Describe areas in which the employee could improve his/her skills. Also describe areas in which the employee can improve and make suggestions for growth.

COMMENT

NARRATIVE SECTION | TEXT ONLY

Please add 1 - 3 goals to continue growth and learning.

90-Day Evaluation Goals

Please add 1 to 3 goals to work on until the annual evaluation.

COMMENT

Overall Rating - 90-Day Evaluation

Provide an overall rating for the employee's first 90 days of employment.

NAME	COMMENT
Does Not Meet Expectations	
Meets Expectations	
Exceeds Standard	

Rating Scales

3 Point Rating Scale (scored)

NAME	DESCRIPTION
Does Not Meet Expectations	<p>Must improve to continue employment. Does not meet most performance requirements. Falls behind and 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 the 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.</p>
Meets Expectations	<p>Is fully satisfactory and covers the most important parts of the job. Requires only normal follow-up. Usually completes regular work and projects on schedule. Is adequate in key competency areas. Includes work that can be used without needing to verify. 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.</p>
Exceeds Standard	<p>Frequently exceeds position requirements on many aspects of the job. Completes challenging work goals and takes initiative to do extra projects or tasks. Is clearly outstanding, showing real strength in many areas. Because of personal strengths, is sought out as a resource by others. They are of outstanding quality. Their 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. Anticipates and maximizes opportunities to achieve the best possible results. Is at an outstanding level given the adverse changes in the environment.</p>