

Employee Evaluation Form

rev 2

I. Employee Information		
Employee Name:		Job Title:
Supervisor/Reviewer:		Review Period From:
II. Core Values and Objectives		
Performance Category	Rating	Comments and Examples
Set the Bar High <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Passion for Service <i>Displays a willingness to go above and beyond to meet customers demands</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Good Attitude <i>Maintains a positive attitude, is approachable, and remains solution oriented when dealing with problems</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Trust & Accountability <i>Takes feedback well, owns shortcomings, and follows through on their words with actions and things long term</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Develop & Streamline <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Challenge & Support <i>Respectful when working with others and challenges team when needed; makes valuable contributions in support of goals</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <i>Written and oral communications are clear, organized, and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

III. Job-Specific Performance Criteria

Performance Category	Rating	Comments and Examples
Job Scorecard: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Training & Development: <i>Continually seeks ways to strengthen performance and regularly completes training initiatives in timely manner</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

IV. Performance Goals

See Individual Performance Plan (IPP)

V. Overall rating

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
<i>Employee consistently performs at a high level that exceeds expectations</i>	<i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>

VI. Employee Comments (optional)

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VII. Acknowledgement

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.

Employee Signature:

Date:

Reviewer Signature:

Date: