| **Employee Information** |
| --- |
| Employee Name |  |
| Job Title |  |
| Review Period | From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  |

| **Core Values and Objectives** |
| --- |
| **Performance Category** | **Rating** | **Comments and Examples** |
| **Quality of Work**:Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Attendance & Punctuality**:Reports for work on time, provides advance notice of need for absence  | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Reliability/Dependability**:Consistently performs at a high level; manages time and workload effectively to meet responsibilities | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Communication Skills**:Written and oral communications are clear, organized and effective; listens and comprehends well  | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Judgment & Decision-Making**:Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Initiative & Flexibility**:Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Cooperation & Teamwork:**Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |

| **Job-Specific Performance Criteria** |
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| **Performance Category** | **Rating** | **Comments and Examples** |
| **Knowledge of Position:**Possesses required skills, knowledge, and abilities to competently perform the job | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |
| **Training & Development:**Continually seeks ways to strengthen performance and regularly monitors new developments in field of work | ☐ Exceeds expectations☐ Meets expectations☐ Needs improvement☐ Unacceptable |  |

| **Performance Goals** |
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| *Set objectives and outline steps to improve in problem areas or further employee development.* |

| **Overall Rating** |
| --- |
| ☐**Exceeds expectations**Employee consistently performs at a high level that exceeds expectations | ☐**Meets Expectations**Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations | ☐**Needs Improvement**Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance | ☐**Unacceptable**Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated |
| *Comment on the employee's overall performance.* |

| **Employee Comments (optional)** |
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|  |

| **Worker Acknowledgement** |
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| *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.* |
| Worker Signature: | Date: \_\_\_/\_\_\_/\_\_\_ |

| **Supervisor/Reviewer Details** |
| --- |
| Reviewer Name: |  |
| Reviewer Signature: | Date: \_\_\_/\_\_\_/\_\_\_ |