| **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** | | |
| --- | --- | --- |
| **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** |
| --- |
| *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** | |
| --- | --- |
| *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: \_\_\_/\_\_\_/\_\_\_ |