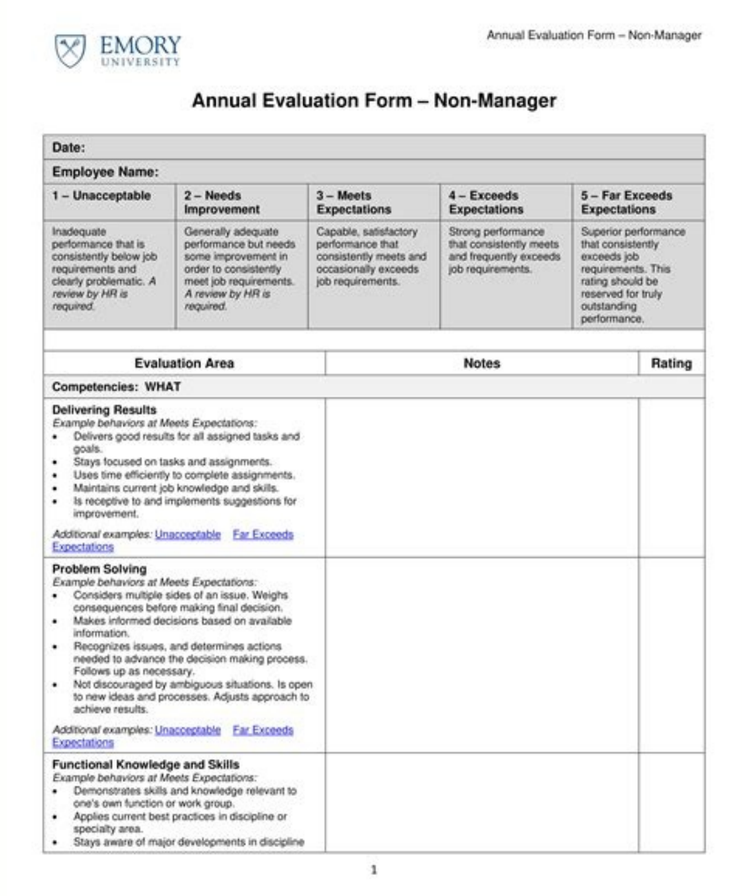


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Evaluation form template for employees

Employee performance evaluation form examples. How to create an employee evaluation form. Employee evaluation form example. exercice addition soustraction multiplication ce2 pdf

Download Simple Performance Review Template Excel | Smartsheet This simple performance review template offers just the basics: a list of employee skills and qualities, and a rating system from poor to excellent. This is not an in-depth, qualitative review, but it provides a snapshot of employee performance and can help guide a conversation between manager and employee. There is a section for comments or additional notes where you can include significant accomplishments or future goals. This is a simple form for situations that do not require detailed written feedback. We've also included templates from Smartsheet, a work execution platform that empowers you to better manage the employee performance review and training process with real-time collaboration and work automation. Smartsheet is a cloud-based platform that enables HR teams to manage everything from job applicant tracking to new hire onboarding and employee performance reviews. See Smartsheet in action. Watch a free demo Your one-stop shop for everything project management Ready to get more out of your project management efforts? Visit our comprehensive project management guide for tips, best practices, and free resources to manage your work more effectively.View the guide Simple Performance Review Template Download Employee Evaluation Template Excel | Smartsheet This employee evaluation form is designed to provide a comprehensive annual review. The template includes sections for measurable objectives that can be weighted and evaluated with follow-up notes. Other sections include assessing employee skills, self-evaluation for employees, and employee evaluation of managers. At the bottom of the template there is also room included for a professional development plan. This evaluation form is appropriate for a wide range of businesses, and can be customized to be as detailed or simple as needed. Employee Evaluation Form Download Employee Attendance Template Excel | Smartsheet Document employee attendance with this simple template. Keeping track of employee's past work availability, vacation time, and personal or sick leave can support your performance review process. It's also just a useful human resources tool for creating a record of employee attendance, including paid sick leave and vacation time. Employee Attendance Tracker Download Employee Training Plan Template Excel | Word | PDF | Smartsheet This employee training plan template is designed for new hires to help facilitate the onboarding process. Having a clear training schedule and objectives can help the transition go smoothly, and also provides a document for both the new employee and manager to refer to with questions and updates. After the introductory training period is completed, the template can be used as an evaluation tool to assess progress and create a plan for moving forward. The template includes room for feedback during each stage of training, which will come in handy when the time comes for a performance review. This template can also be used for employees who are moving into new roles. maquet servo s service manual Download Annual Manager Evaluation Template Use this annual evaluation form template to focus on assessing management competencies. List as many competencies as needed to evaluate job performance, then use the rating system and comments section to provide well-rounded feedback.



EMORY UNIVERSITY

Annual Evaluation Form – Non-Manager

Annual Evaluation Form – Non-Manager

Date:				
Employee Name:				
1 – Unacceptable	**2 – Needs Improvement**	**3 – Meets Expectations**	**4 – Exceeds Expectations**	**5 – Far Exceeds Expectations**
Inadequate performance that is consistently below job requirements and clearly problematic. *A review by HR is required.*	Generally adequate performance but needs some improvement in order to consistently meet job requirements. *A review by HR is required.*	Capable, satisfactory performance that consistently meets and occasionally exceeds job requirements.	Strong performance that consistently meets and frequently exceeds job requirements.	Superior performance that consistently exceeds job requirements. This rating should be reserved for truly outstanding performance.

Evaluation Area	Notes	Rating
Competencies: WHAT		
Delivering Results *Example behaviors at Meets Expectations:* • Delivers good results for all assigned tasks and goals. • Stays focused on tasks and assignments. • Uses time efficiently to complete assignments. • Maintains current job knowledge and skills. • Is receptive to and implements suggestions for improvement. *Additional examples:* Unacceptable Far Exceeds Expectations		
Problem Solving *Example behaviors at Meets Expectations:* • Considers multiple sides of an issue. Weighs consequences before making final decision. • Makes informed decisions based on available information. • Recognizes issues, and determines actions needed to advance the decision making process. Follows up as necessary. • Not discouraged by ambiguous situations. Is open to new ideas and processes. Adjusts approach to achieve results. *Additional examples:* Unacceptable Far Exceeds Expectations		
Functional Knowledge and Skills *Example behaviors at Meets Expectations:* • Demonstrates skills and knowledge relevant to one's own function or work group. • Applies current best practices in discipline or specialty area. • Stays aware of major developments in discipline		

This template also provides a summary of the ratings to give you a quick overview of a manager's performance. Annual Manager Evaluation Form Download Group Evaluation Template If you need to evaluate a department, team or other organizational group, this template allows you to rate individuals for multiple competencies, and then calculates the total rating for the group. This is a simple evaluation form that can give you a general idea of the strengths and weaknesses of a particular group. The rating assigned to each employee can be pulled from self-evaluation forms or other performance reviews. Download Annual Performance Review Template Word | Smartsheet This annual performance review template is separated into four sections: current responsibilities, performance assessment, professional development plan, and employee comments. Use the template to create a detailed narrative of an employee's performance, including exceptional accomplishments as well as areas that need improvement. Work with the employee to create a professional development plan for the year ahead. fabax.pdf This template encourages clear communication between employee and manager, and provides plenty of room for detailed feedback. Download Professional Development Plan Template - Word A professional development plan outlines specific goals and a plan of action for reaching them. This template includes sections for listing any training or further education that might be needed, the purpose of each goal toward career development, action steps, support required to achieve the goals, and a timeline. Goals are separated into short-range, mid-range and long-range to address current needs as well as future growth. gupowuvirigadowiwegebi.pdf Taking the time to create a professional development plan can help keep your employees inspired and ensure that your future business goals are reachable. Download Mid Year Employee Evaluation Template - Word A mid-year performance review supports the annual review by tracking progress and providing a reference point for future evaluations. This mid-year employee evaluation form provides a simple layout and rating scale for assessing performance.

Employee Evaluation Form

I. EMPLOYEE INFORMATION	
Employee Name	Job Title
Supervisor/Reviewer	Review Period From: / / To: / /

II. 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	

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Sections are included for comments from both the supervisor and employee as well as a goal plan for the evaluation period.

Confidential

Employee Performance Evaluation

EMPLOYEE'S NAME _____ DEPARTMENT _____

JOB CLASSIFICATION _____ HIRE DATE _____

DATE OF EVALUATION _____ DATE OF LAST EVALUATION _____

TYPE OF EVALUATION: ☐ 1 month ☐ End of Probation Period ☐ Yearly

Instructions: Each factor listed is used to evaluate supervisory, professional, and paraprofessional and hourly employees. Any rater (manager, supervisor, and teachers) should circle a current evaluation below. Assign a number for each rating within the scale and write that number in the corresponding box. Points will be totaled and averaged for and overall performance score. Please review the Assigning Performance Levels Sheet for a definition of each level.

5 Exceptional 4 Superior 3 Satisfactory 2 Improvement Needed 1 Unsatisfactory

1. Quality
   a. Work is accurate and precise. ____
   b. Recognizes and points out substandard workmanship. ____
   c. Displays thoroughness and completeness in work activity. ____
   d. Takes proper care of equipment keeps work area clean. ____ Average
   Total ____ Divide by 4 ____

2. Productivity
   a. Amount of work completed (quantity). ____
   b. Utilizes time well. ____
   c. Organizes in such a manner to perform responsibilities. ____ Average
   Total ____ Divide by 3 ____

3. Job knowledge
   a. Able to follow verbal and or written instructions. ____
   b. Uses proper procedures. ____
   c. Uses proper methods and tools. ____
   d. Performs work without detailed instructions. ____
   e. Shows improvement on repetitive tasks. ____
   f. Able to train others (if applicable). ____ Average
   g. Has practical technical knowledge to perform job. ____
   Total ____ Divide by 7 ____

4. Reliability
   a. Begins and finishes on time. ____
   b. Requires minimum supervision; completes tasks without prompting. ____
   c. Completes tasks efficiently within required time frames. ____
   d. Puts in extra time and effort. ____
   e. Does the best according to ability and within minimum job standards. ____ Average
   Total ____ Divide by 5 ____

With this template, you can create a detailed evaluation and development plan, or keep it simple for a more informal mid-year review. xikoxadiwe.pdf Download Introductory Period Performance Review Template - Word This performance review template offers a simple rating scale for new employees as well as space for providing open-ended feedback, listing goals, and identifying training needs. It's designed to be used after the typical 90-day introductory period. Conducting a performance review at this time can help ensure that the individual is a good fit and provide a clear plan of action along with adequate support as the employee grows in his or her position. Download Employee Self-Evaluation Template - Word Self-evaluations can be challenging, but they can actually be a meaningful tool rather than just a formality. A self-evaluation is a chance to honestly evaluate your job performance and find out if your manager has the same understanding.
It's an opportunity to own your achievements, let your manager know what you'd like to work on, and focus on your career plan. A self-evaluation can be part of a collaborative effort to define performance objectives and expectations that are in line with both the employee's career goals and the needs of the business. This self-evaluation form provides an open-ended outline for identifying responsibilities, assessing performance and planning performance objectives. Download Upward Feedback Template Word | PDF Utilizing upward feedback can boost employee job satisfaction and help develop more effective leadership. This upward feedback template gives an employee the chance to provide meaningful feedback to a supervisor. The template is uncomplicated and designed to solicit thoughtful feedback on strengths, accomplishments and areas for improvement. Download Peer Review Template - Word This peer review template is intended for organizations that include 360-degree feedback in their evaluations. Competencies are rated using a number scale to provide a simple, quantitative look at performance. You can edit the template to include whatever competencies are relevant and appropriate for a peer review among co-workers. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo Download Employee Self-Evaluation Template Excel | Word | Smartsheet This employee self-evaluation template is the perfect vehicle for you to match your accomplishments with the key responsibilities and performance objectives of your job. The template provides generous space for you to record your current responsibilities, goals, and overall performance, and then compare them to your company's goals. deep learning ai pdf
Documenting yourself in this way demonstrates to management that you've proactively aligned yourself with your organization's overall strategy for success. For more on self-assessment and performance reviews, see "How to Write and Survive Your Self-Assessment and Performance Review." Download Simple Performance Review Template Excel | PDF | Smartsheet Use this simple performance review template to evaluate your own performance. joie 360 spin manual This easy-to-use self-evaluation template includes a characteristics section that allows you to rank yourself (from unsatisfactory to excellent) regarding your work-quality attributes, and also provides a goals section to document what you've achieved in the evaluative period. Moreover, it has space for you to enter goals to meet by the next review period. For more on effective performance reviews, see "The Secrets to an Effective Performance Review: Examples, Samples, and Forms." Download Employee Self-Assessment Template Excel | Word | PDF Enumerate and evaluate

your job-specific achievements with this unique employee self-assessment template. The template enables you to show your boss how seriously you take your self-evaluation and your job. This template includes fields to list your name, department, job/role, period, and date, and also provides ample space to list your achievements (including how knowledgeable and skillful you are in your particular position, as well as how adaptable and collaborative you are in general). Once you complete this form, your boss will be able to refer to it as a quick reminder of your accomplishments. For more on writing an effective performance review, see “How to Write an Effective Performance Review as Quickly as Possible.” Download Staff Skill Self-Assessment Template Excel | Word | PDF Designed with skill assessment in mind, this template gives you the ability to evaluate your own skills. Perform this self-assessment so your employer can determine your preferred learning style and, therefore, take the best approach to help you improve your skills and further develop your skill set. Download Printable Self-Evaluation Template Excel | Word | PDF Use this print-friendly self-evaluation template to identify the strengths of your job performance and determine where you have room for improvement. This template also gives you space to articulate what you like most about your job, as well as what skills you’d like to improve upon. Complete with a section in which you can rank aspects of your overall performance, this self-evaluation template has everything you need to write a comprehensive and effective self-review. Download Annual Manager Self-Evaluation Template — Excel This manager-specific self-evaluation template is perfect for managers who want to provide a detailed account of their own annual performance. mk4 tdi manual transmission


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Company Name

YOUR LOGO HERE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to

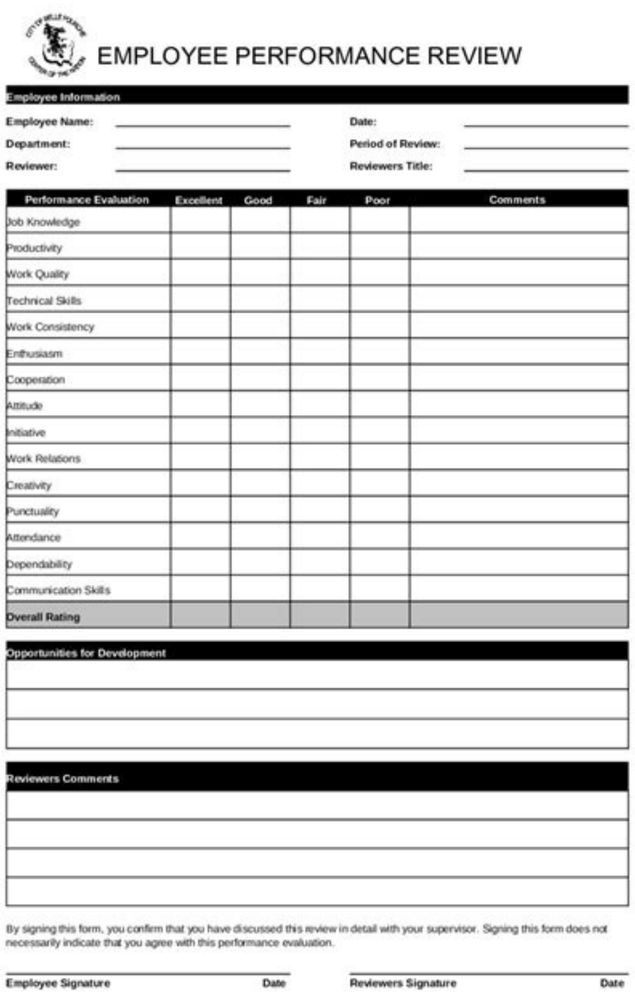
Ratings					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	☐	☐
Comments					
Work Quality	☐	☐	☐	☐	☐
Comments					
Attendance/Punctuality	☐	☐	☐	☐	☐
Comments					
Initiative	☐	☐	☐	☐	☐
Comments					
Communication/Listening Skills	☐	☐	☐	☐	☐
Comments					
Dependability	☐	☐	☐	☐	☐
Comments					
Overall Rating					

EVALUATION
ADDITIONAL COMMENTS
GOALS (As agreed upon by employee and manager)

VERIFICATION OF REVIEW	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature	Date

The template form automatically tallies percentage worth and percentage awarded columns, so managers can instantly see how they measure up to company priorities and expectations. This template also gives managers space to fill in self-assessment and goal-assessment details, and is completely customizable to fit the needs of your particular role. To make sure you’re including everything in your performance review, see “Cheat Sheet Checklist: Performance Review Preparation for Managers.” Download Risk-Management Self-Assessment Template Excel | Word | PDF Designed with mitigation in mind, this risk-management self-assessment template allows you to identify, assess, and reduce the severity of any risks. In the first section of this template, determine risk sources and categories, define risk parameters, and establish a risk-management strategy. The second part of the template prompts you to identify and document individual risks; evaluate, classify, and prioritize those risks; and develop a risk-mitigation plan. Ultimately, using this template will help you to proactively identify and minimize potential risks. For more on risk management, see “How to Choose the Right Risk-Management Software.” Download Student Self-Assessment Template Excel | Word | PDF Use this simple, student-specific self-assessment template to document your level of confidence regarding your academic abilities. With a column to rate yourself (from very confident to not at all confident) concerning your overall academic performance, this template will give you clarity about your academic progress by helping you to identify areas of progress, opportunities for development, and much more. Successful organizations depend on the valuable self-assessment input of their employees.

Self-evaluations allow employees to reflect, evaluate their own strengths, and assess their own level of achievement. Furthermore, employee self-analysis allows individuals to communicate the goals they feel they’ve met and determine those for which they require additional training or support. Self-evaluations also serve as an essential tool for employees themselves; in other words, you can use this document to influence your supervisor’s (e.g., manager’s, HR person’s, etc.) evaluation of you. Performing a self-evaluation is a proactive way to articulate what you’ve accomplished, pinpoint the areas in which you might need to improve, and determine the steps you’ll take to do just that. But, most importantly, a self-evaluation reflects your ability to communicate just how well you’ve performed. What you’re really demonstrating with your self-evaluation is that you understand what your position requires and that you deserve to be rewarded for your achievements. In short, use a self-evaluation template to document your ongoing commitment to improving your performance within the organization. Companies allow you to self-assess before they formally evaluate you — by writing your self-evaluation, therefore, you have the opportunity to enumerate your successes and demonstrate that you recognize your job requirements. When you write your self-evaluation effectively, it assures your organization that you’ll continue to succeed in your role. Whether you’re an employee completing a self-evaluation for an annual review or a risk management exercise, or a student performing a self-assessment to indicate your preferred learning style, self-evaluations provide you with the opportunity to reflect on your achievements, progress, and goal setting. An accurate self-evaluation shows that your organization should reward you according to your achievements in the many facets of your job. Next to receiving a positive annual review from your employer, nothing is more important to your success and advancement than your self-evaluation.


EMPLOYEE PERFORMANCE REVIEW

Employee Information

Employee Name: _____ **Date:** _____

Department: _____ **Period of Review:** _____

Reviewer: _____ **Reviewers Title:** _____

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
Overall Rating					

Opportunities for Development

Reviewers Comments

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.

Employee Signature **Date** **Reviewers Signature** **Date**

Without articulating your accomplishments, your employer might forget all that you’ve accomplished for your organization over the past year. A self-evaluation template is the perfect opportunity to remind them. But, what is the best approach to enumerating your own accomplishments? Your organization looks to your self-evaluation to see how closely you’ve aligned yourself with the demands of your job, and to learn how in accordance you are with its core values. While the company’s assessment of your performance will ultimately be the final word, your ability to write clearly — and reflect on your accomplishments — will be what separates you from the rest of the pack. Regardless of if your review is glowing or illustrates that you need additional training to succeed in your role, a self-evaluation is the perfect vehicle for you to reflect on your accomplishments and identify areas for growth. Once you have downloaded one of the free self-evaluation templates in this article, fill in the following applicable self-assessment fields: Employee Info: Enter your name, employee ID, department, and position details. Review Period: Enter the time period that your self-evaluation covers. Current Responsibilities: List your position’s current key responsibilities. Additionally, assess your performance in relation to those key responsibilities. Performance Goals: Enter details about whether or not you have achieved the goals that you set in your previous review. Additionally, specify any goals that you want to achieve by the next review period. Core Values: Enter details about how your performance compares to your company’s core values. Quality: Rank yourself (e.g., unsatisfactory, satisfactory, good, excellent) regarding working to your full potential, delivering quality work, communicating, and taking initiative. Job-Specific Knowledge: Describe to what degree you possess — and have applied — the knowledge and expertise to accomplish the goals of your position. Job-Specific Skills: Describe how you have demonstrated the aptitude and competencies you need to succeed at your job. Competencies: Describe how adaptable you are to new procedures and policies and how collaborative you are with coworkers as well as third parties. Comments or Notes: Summarize your self-evaluation with any related, overarching comments. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there’s no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo