CONFIDENTIAL

EMPLOYEE PERFORMANCE EVALUATION FORM

The following evaluation shall be utilized for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance appraisals for all employees.

The Evaluator will provide comments and suggestions designed to assist the employee for the purpose of skill, knowledge, and performance improvement.

|  |  |
| --- | --- |
| **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Evaluation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluator's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

The following evaluation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's last performance evaluation was completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**RATING PARAMETERS**

**0 - BELOW PERFORMANCE STANDARDS:**

Performance is below acceptable standards and expectations and is creating an issue with co-workers and the department, as well as having a negative impact on department effectiveness and productivity. The Supervisor should initiate a "Performance Improvement Plan," to be completed by both the Supervisor and the Employee.

**1 - NEEDS IMPROVEMENT:**

Performance of job requirements is inconsistent and does not routinely achieve results expected. Incidents of problematic work performance are typical, and improvement is required.

**2 - PROVISIONAL (New Employee):**

Employee is a new hire and not expected to perform at a fully competent level yet. Employee is still receiving job training in order to reach a proficient level of performance.

**3 - FULLY COMPETENT:**

Employee exhibits consistent performance in meeting goals and objectives and achieves acceptable and standard results expected. Periodic incidents of superior or problematic work performance are typical.

**4 - COMMENDABLE:**

Performance of job requirements exceeds established expectations or requirements for quality, quantity and timeliness. Employee at this level exceeds the performance expected of a fully capable employee in most aspects of job performance. Performance is notably better than acceptable though not outstanding and can still be improved upon.

**5 - OUTSTANDING:**

Performance of job requirements noticeably exceeds established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance. Employees performs more than asked and explores improved methods of accomplishing tasks.

**OVERALL EMPLOYEE RATING**

Assess the Employee's overall performance for this evaluation period.

**RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **COMMENTS:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I have been provided with the opportunity to review the above performance evaluation. I have discussed this evaluation with my supervisor, and I have been provided a copy of this evaluation for my records.

|  |  |  |
| --- | --- | --- |
| (Employee's Signature) |  | (Date) |
|  |  |  |
| (Supervisor's Signature) |  | (Date) |
|  |  |  |
| (Human Resource Representative's Signature) |  | (Date) |