

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)