

Performance Evaluation

Employee Name:	Supervisor's Name:
Title:	Title:
Hire Date:	Department:
Evaluation Period:	Length of time you have supervised employee: Years: _____ Months: _____

FUNCTIONAL AREAS OF RESPONSIBILITY

From Job Description

List below the essential functions of the position, and/or projects for which the employee is evaluated:

Rating Standards

- Unacceptable (U)** Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.
- Improvement Needed (IN)** Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.
- Meets Expectations (ME)** Work performance consistently meets the standards of performance for the position.
- Exceeds Expectations (EE)** Work performance is consistently above the standard of performance for the position.
- Outstanding (0)** Work performance is consistently superior to standards required for the job.
- Not Applicable (NA)** The employee is not required to perform in a specific rating factor, and it cannot be measured.

NA	U	IN	ME	EE	0	RATING FACTORS	COMMENTS
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Technical Skills (Effectiveness with which the employee applies job knowledge and skill to job assignments)

						Job Knowledge	
						Analyzes Problems	
						Provides Suggestions for Work Improvement	
						Initiative	

Quality of Work (Manner in which the employee completes job assignments)

						Quality of the Work	
						Flexibility	
						Reliability/Dependability	
						Responsiveness to Requests For Service	
						Follow-Through/Follow-Up	
						Judgment/Decision Making	

NA	U	IN	ME	EE	0	RATING FACTORS	COMMENTS
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Interpersonal Skills (Effectiveness of the employee's interactions with others and as a team participant)

						With Co-workers	
						With Supervisors	
						With Clients	
						Team Participation	
						Team Contributions	
						Commitment to Team Success	

Communication Skills (If applicable to the job)

						Written Expression	
						Communication Abilities	
						Shares Information Willingly	
						Tact and Diplomacy	

Approach to Work (Characteristics the employee demonstrates while performing job assignments)

						Actively Seeks Ways to Streamline Processes	
						Open to New Ideas and Approaches	
						Planning and Organization	
						Flexible/Adaptable	
						Follows Instructions	
						Challenges Status Quo Processes in Appropriate Ways	
						Seeks Additional Training and Development	
						Attendance	

Quantity of work (Employee's success in producing the required amount of work)

						Priority Setting	
						Amount of Work Completed	
						Work Completed on Schedule	
NA	U	IN	ME	EE	0	RATING FACTORS	COMMENTS

Supervisory/Leadership Skills (Applies only to employee who is a Manager, Supervisor, or Lead)

						Support of Diversity Efforts/Programs	
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						Trains and Develops Staff	
						Properly Aligns Responsibility, Accountability, Authority	
						Evaluates Staff Regularly	
						Faces Performance Problems Squarely	
						Supports Responsible Risk Taking	
						Controls Costs and Maximizes Resources	
						Instills Pride in Performance, Service, Innovation, and Quality	
						Sets High Standards for Self, As Well as Others	
						Employs Broad Institutional Goals in Evaluating Program Effectiveness	
						Supports Useful Debate and Disagreement	
						Welcomes Constructive Criticism	
						Fosters Respect for Facts, Data, and Objective Analysis	
						Uses Analytical Tools and Models for Process Improvement	
						Sets Specific Goals for Simplicity, Productivity, and Process Improvements	
						Supports Experimentation and Brainstorming That Leads to Innovation and Learning	

Overall Performance Rating

<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Improvement Needed	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Outstanding
Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be	Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.	Work performance consistently meets the standards of performance for the position.	Work performance is consistently above the standard of performance for the position.	Work performance is consistently superior to the standards required for the job.

allowed to continue.				
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Place an X in the box above that describes the employee's overall performance rating.

<p>Supervisor's Comments (Additional comments may be attached)</p>

<p>Actions Plans/Training and Development Goals (If applicable, summarize any specific projects, performance objectives, or training and development for the next review period)</p>

<p>Employee Comments/Reactions (Optional. If employee wishes to do so, any comments concerning the appraisal may be indicated in this section, or by an attachment)</p>
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Employee Signature	Date
<p>I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with either the appraisal or the contents.</p>	

Supervisor	Reviewer
Signature	Signature
Date	Date