

# Performance Evaluation Form

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PURPOSE OF EVALUATION:

To improve productivity and job performance as well as establish better communications between the supervisor and the employee.

## INSTRUCTIONS:

Listed below are a number of characteristics and skills. Place an "X" mark in each rating box, over the descriptive phrase which most nearly describes the person being rated.

You are encouraged to document your evaluative comments for each of the qualities evaluated, especially if the rating is exceptionally high or low.

Three common mistakes in rating are: (1) a tendency to rate nearly everyone as "average" in every category instead of being more critical in judgement. (2) The "Halo Effect", which is a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the *overall* picture one has of the person being rated. (3) The "Recency Error", which is a tendency to rate an individual based on *recent* factors (could be positive or negative). You must evaluate the individual's performance for the *entire* period of time being considered.

**JOB KNOWLEDGE** is the information concerning work duties which an individual should know for a satisfactory job performance.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poorly informed about work duties.	Lacks knowledge of some phases of work.	Moderately informed; can answer most common questions.	Understands all phases of work.	Has complete mastery of all phases of job.

**QUALITY** is the correctness of work duties performed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes frequent errors.	Careless; makes recurrent errors.	Usually accurate; makes only average number of mistakes.	Requires little supervision; is exact and precise most of the time.	Requires absolute minimum supervision; is almost always accurate.

**QUANTITY OF WORK** is the amount of work an individual does in a work day.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not meet minimum requirements.	Does just enough to get by.	Volume of work is satisfactory.	Very industrious; does more than is required.	Superior work production record.

**COURTESY** is polite attention an individual gives other people..

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blunt; discourteous; antagonistic.	Sometimes tactless.	Agreeable and pleasant.	Always very polite and willing to help.	Inspiring to others in being courteous and very pleasant.

**INITIATIVE** is the desire to attain goals, to achieve.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has poorly defined goals and acts without purpose; puts forth practically no effort.	Sets goals too low; puts forth little effort to achieve.	Has average goals and usually puts forth effort to reach these.	Strives hard; has high desire to achieve.	Sets high goals and strives incessantly to reach them.

**STABILITY** is the ability to withstand pressure and to remain calm in crises situations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Goes to pieces" under pressure; is jumpy and nervous.	Occasionally "blows up" under pressure; is easily irritated.	Has average tolerance for crises; usually remains calm.	Tolerates most pressure; endures crises better than the average person.	Thrives under pressure; really enjoys solving crises.

**CONFIDENTIALITY** is the ability to be trusted with information of a confidential nature.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently and inappropriately shares confidential information with outsiders or co-workers.	Often has trouble keeping certain information confidential.	Usually maintains confidentiality of information and records.	Rarely divulges information of a confidential nature.	Can always be trusted with confidential information and records.

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**UPWARD COMMUNICATION** is the proper flow of information to management.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Almost never communicates important information to supervisor.	Frequently fails to inform supervisor of important information.	Maintains average upward communication with supervisor.	Keeps supervisor adequately informed of important information.	Makes sure supervisor is well informed.

**PERSONAL APPEARANCE** is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness, and appropriateness of dress on the job.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very untidy; poor taste in dress.	Sometimes untidy and careless about personal appearance.	Generally neat and clean; satisfactory personal appearance.	Careful about personal appearance; good taste in dress.	Unusually well groomed; very neat; excellent taste in dress.

**DEPENDABILITY** is the ability to do required jobs well with a minimum of supervision.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires close supervision; is unreliable.	Sometimes requires prompting.	Usually takes care of necessary tasks and completes with reasonable promptness.	Requires little supervision; is reliable.	Requires absolute minimum supervision.

**ATTENDANCE** is faithfulness in coming to work daily and conforming to work hours.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Often absent without good excuse and/or frequently reports for work late.	Lax in attendance and/or reporting for work on time.	Usually present and on time.	Very prompt; regular in attendance.	Always regular and prompt; volunteers for overtime when needed.

**CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.

**HOUSEKEEPING** is the orderliness and cleanliness in which an individual keeps his/her work area.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disorderly or untidy.	Some tendency to be careless and untidy.	Ordinarily keeps work area fairly neat.	Quite conscientious about neatness and cleanliness.	Usually neat, clean and orderly.

**VERSATILITY** is the flexibility to adapt to changing situations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resists change; unable to adjust.	Adjusts with great difficulty.	Average; some difficulty with new assignments.	Catches on fast; handles new assignments with minimum difficulty.	Very adaptable and flexible; handles new ideas with enthusiasm.

**TIME MANAGEMENT** is the proper utilization of working hours as well as attention to limits on lunch and rest periods.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor use of time; often abuses break periods.	Needs close supervision; work assignments often need to be outlined.	Usually manages time well and observes break times.	Manages time well; very prompt and organized.	Exceptionally well organized; requires minimum supervision.

**RESOURCE CONSERVATION** is the wise and economical use of State-owned supplies and property.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has exhibited a tendency to be very wasteful.	Has had a few incidences of wastefulness.	Usually conservative.	Can be counted on to conserve resources.	Exceptionally careful; has good ideas for conservation of resources.

**OVERALL EVALUATION:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Definitely unsatisfactory.	Substandard but making progress.	Doing an average job.	Definitely above average.	Outstanding.

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**MAJOR STRENGTHS:**

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**MAJOR WEAKNESSES:**

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**YOUR RECOMMENDATIONS FOR HELPING THE EMPLOYEE IMPROVE HIS/HER OVERALL JOB PERFORMANCE:**

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**EMPLOYEE COMMENTS:**

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**EVALUATED BY:**

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SUPERVISOR'S NAME

*A copy of this report has been given to me and has been discussed with me. My signature does not necessarily indicate that I agree with the evaluation.*

**EMPLOYEE SIGNATURE:**

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