



A Division of Employer's Depot

## EMPLOYEE PERFORMANCE EVALUATION FORM

NAME	CLIENT COMPANY	REPORT DATE
JOB TITLE	HIRE DATE	REVIEW TYPE

IF OTHER TYPE OF REVIEW PLEASE CHECK:  OTHER

### INSTRUCTIONS :

- EVALUATION OF PERFORMANCE

This section requires the evaluation of the results and methods used to achieve the results as stated in Part 1 of this evaluation. The appraiser is required to check (x) the box that accurately describes the performance for each item listed. Those items that are not applicable should be indicated by "N/A."

Section IA. evaluates supervisory skills. Please complete this section for all personnel who have direct line supervisory responsibilities.

- SUMMARY OF PERFORMANCE

This section requires a summary of both the strong points and areas for improvement, and an overall evaluation of the employee.

- EMPLOYEE COMMENTS

This section is reserved for any comments employees wish to make with respect to their performance evaluation.

### DEFINITIONS OF PERFORMANCE

EXCEPTIONAL Extraordinary and exceptional accomplishments. Results obtained were obviously far more than normal requirements of the position as a result of a particularly able and consistent performance.

COMMENDABLE Results well above those expected in this position. Demonstrated ability to get good results with resulting superior contributions to profits or innovation (technical or functional).

COMPETENT Fully accomplished all basic position requirements; adequately fulfilled all key assignments and responsibilities. General levels of performance substantially met expectations.

ACCEPTABLE Did not fully accomplish all objectives or fulfill all responsibilities; reasonable results in general, but obvious room for improvement - has capacity to reach competent performance, or better, with reasonable effort.

MARGINAL Borderline, questionable performance; potential for improvements must be evident or should be considered for termination.

# EVALUATION OF PERFORMANCE

M A R G I N A L	A C C E P T A B L E	C O M P E T E N T	C O M M E N D A B L E	E X C E P T I O N A L
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## ADAPTABILITY

How well does this employee learn new duties or responsibilities, adjust to a new situation, maintain composure under pressure, and apply knowledge acquired from past experience?

    

## ATTITUDE

How would you evaluate this employee's attitude toward supervision, management, customers and the public?

    

## COMMUNICATION

How effective is this employee in expressing both written and oral ideas, instruction and opinions to others?

    

## COOPERATION

How effectively does this employee promote cooperation and understanding with others to achieve objectives? Does he/she work well with others?

    

## COST

How well does this employee observe cost factor and financial objectives?

    

## JUDGEMENT

How well does this employee analyze all facets of an item or issue under consideration and demonstrate good judgment in arriving at a practical conclusion or solution?

    

## PLANNING

How well does this employee set objectives, project schedules and priorities?

    

## QUALITY AND QUANTITY

How satisfactorily does the quality and quantity of his or her work compare with the expectations and demands of the position?

    

## RESOURCEFULNESS

How well does this employee find and utilize means and methods to complete work assignments without requiring detailed instructions and close supervision?

    

## SAFETY (OFFICE AND FIELD)

How well does this employee follow and comply with safety according to company policy?

SECTION I-A. EVALUATION OF SUPERVISORY SKILLS

M A R G I N A L	A C C E P T A B L E	C O M P E T E N T	C O M M E N D A B L E	E X C E P T I O N A L
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EVALUATING

How effectively does this employee evaluate department and individual performance, acknowledge achievement or correct and redirect whenever appropriate?

INTERPERSONAL SKILLS

How well does this employee handle interpersonal relationships within his or her department and within the company as a whole?

MOTIVATION AND DEVELOPMENT

How effectively does this employee motivate and develop subordinates?

STAFFING

How effectively does this employee hire and retain capable employees?

**II. SUMMARY OF PERFORMANCE**

What job related area(s) has the employee excelled in during the year?


What job related area(s) should the employee concentrate on improving during the coming year?


What job responsibility areas should the employee and you, the supervisor, concentrate on during the coming year?


# EVALUATION OF PERFORMANCE

Other Comments:


Overall Performance Evaluation:

- Marginal     Acceptable     Competent     Commendable     Exceptional

### III. EMPLOYEE COMMENTS

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Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:    Copy to Employee  
                  Original to EDI HR Department