

EMPLOYEE PERFORMANCE REPORT

Employee Name:	Position Title:	
Department:	Supervisor:	
Evaluation Period : From Month/Year	to Month/Year	-
Probationary Evaluation: First Second	Bi-Annual Evaluation Due by April 30th	Additional Evaluation

This is designed to provide employees with information concerning job performance and personal development, and supply supervisors with a tool to assist in the objective appraisal of performance and characteristics and to identify and address development needs.

PERFORMANCE RATING INSTRUCTIONS

- 5 Exceptional performance with little or no room for improvement.
- 4 Exceeds competent performance.
- 3 Competent performance.
- 2 Less than competent performance, room for improvement clearly exists.

1 – Significantly less than competent performance, major improvement required.

N/A – No opportunity to observe and/or not pertinent to current duties and responsibilities

Enter for each category below; the number which best describes the employee's performance.

*If a 2 or 1 rating is given, specific recommendations for improvement must be provided by the evaluator

MEASURES OF PERFORMANCE

MEASURE	RATING	COMMENTS
Knowledge of Work: Understanding of duties and procedures – job knowledge		
Work Quantity: Amount of work performed		
Work Quality: Accuracy, neatness, thoroughness		
Work Planning: Ability to layout or plan work, carry through and complete		
Attendance: Punctual, observes work hours and rest periods		
Cooperation: Willing and able to work effectively with others		

OTHER:

Describe

OTHER:

Describe

OTHER:

Describe

SUMMARY (Short Summary Statement Required) Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

EMPLOYEE DEVELOPMENT: CURRENT POSITION

DEVELOPMENT AREA:	DEVELOPMENT ACTIVITY:	SCHEDULED
Indicate the result or characteristics area(s)	Indicate training, special assignments,	<u>DATE</u>
needing improvement for current job	project, job rotation, etc.	
responsibilities		

EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT

DEVELOPMENT AREA:	DEVELOPMENT ACTIVITY:
Indicate the result or characteristic area(s) needing	Indicate training, special assignments, project, job
improvement for enhancing opportunities for career	rotation, etc.
development	

COMMENTS BY EMPLOYEE (if desired)

My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within five (5) working days of the date of this report.

EMPLOYEE SIGNATURE	DATE
MANAGER'S SIGNATURE	DATE
OFFICE OF HUMAN RESOURCES	DATE