



EMPLOYEE PERFORMANCE EVALUATION FORM

CLIENT COMPANY: _____ NAME OF EMPLOYEE: _____ DATE: _____ SOCIAL SECURITY #: _____		
RATING DEFINITIONS	OVERALL TOTAL POINTS	
1 = UNACCEPTABLE	1 - 19	
2 = NEEDS IMPROVEMENT	20 - 29	
3 = USUALLY MEETS EXPECTATIONS	30 - 39	
4 = MEETS OR EXCEEDS EXPECTATIONS	40 - 49	
5 = OUTSTANDING	50	POINTS
PERFORMANCE AREAS		
A. INTERPERSONAL COMMUNICATION SKILLS ABILITY TO EFFECTIVELY COMMUNICATE WITH SUPERVISORS AND FELLOW EMPLOYEES. SHOWS CONSIDERATIONS TOWARDS OTHERS, IS FRIENDLY AND ENTHUSIASTIC		
B. JOB KNOWLEDGE OVERALL COMPETENCE. INCLUDING FAMILIARITY AND COMPLIANCE OF ALL DEPARTMENT POLICIES AND PROCEDURES. POSSESSES SOUND UNDERSTANDING OF OVERALL JOB REQUIREMENTS.		
C. QUALITY OF WORK ACCURACY, THOROUGHNESS AND PRECISION OF WORK.		
D. QUANTITY OF WORK VOLUME OF ACCEPTABLE WORK PRODUCED UNDER NORMAL CIRCUMSTANCES.		
E. ORGANIZATION/INITIATIVE ABILITY TO EFFECTIVELY ORGANIZE TIME AND EFFORT ON WORK. THE ABILITY TO WHICH THE EMPLOYEE STRIVES TOWARD EXCELLENCE.		
F. DEPENDABILITY EXTENT TO WHICH EMPLOYEES CAN BE COUNTED ON TO CARRY OUT INSTRUCTIONS AND FULFILL THEIR JOB. THE ABILITY TO WORK WITHOUT CONSTANT SUPERVISION.		
G. PROFESSIONALISM ABILITY TO MAINTAIN A PROFESSIONAL ATTITUDE.		
H. JUDGMENT EFFECTIVE USE OF FRONT LINE AUTHORITY. WISDOM OF DECISIONS MADE IN THE ABSENCE OF DETAILED INSTRUCTIONS.		
I. SCHEDULE KEEPING IN ACCORDANCE WITH YOUR SCHEDULED HOURS. ATTENDANCE.		
J. STRESS MANAGEMENT WILLINGNESS AND ABILITY TO ADJUST TO CHANGES IN JOB REQUIREMENTS AND PROMOTE A POSITIVE COMPANY IMAGE. ABILITY TO FUNCTION WELL UNDER NEW SITUATIONS AND ALL TYPES OF JOB STRESS.		
TOTAL:		

EMPLOYEE PERFORMANCE EVALUATION

NAME:

DATE:

EMPLOYEE DEVELOPMENT PLAN:

EMPLOYEE'S COMMENTS:

EVALUATION GIVEN BY: _____

RECEIVED AND READ BY EMPLOYEE: _____ **DATE:** _____