

## **Job Performance Evaluation**

Employee Name:	Job Title:	
Date of Hire:	Manager/Supervisor	r:
Annual Review □ 90 Day Rev	riew □ Review Period: Fro	om to
Performance Rating Definitions		
The following ratings must be used t	o ensure commonality of language	and consistency on overall ratings:
Outstanding	Performance is consistently super	rior
<b>Exceeds Expectations</b>	Performance is routinely above jo	ob requirements
Meets Expectations	Performance is regularly compete	ent and dependable
Below Expectations	Performance fails to meet job req	quirements on a frequent basis
Unsatisfactory	Performance is consistently unacc	ceptable
A. Performance Factors (use jo	ob description as basis of this evalua	ation).
Administration - Measures effective efficiently handling activities while e Examples: Organized, great time maneat paperwork, accuracy and attemprioritize, always prepared	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA	
Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.  Examples: exhibits all facets of job description, ask questions, attention to the details of the job, completes tasks with being constantly reminded		Outstanding  Exceeds Expectations  Meets Expectations  Below Expectations  Unsatisfactory  NA
Communication - Measures effective expressing ideas, both orally and invand timely information to management and customers/residents.  Examples: Great listening skills, confustomers and co-workers, open-min co-workers and customers, respectful and customers	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA	

Teamwork - Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. Examples: professional acknowledgement others and their ideas, respecting cultural diversity, maintaining appropriate boundaries, working together for the common good of the customers/residents  Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. Examples: Identifying problems, making suggestions, excellent follow-up skills, proper evaluations, implementing solutions  Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. Examples: Basic accounting principles, cost analysis, great decision making with finances, analyze financial data, budget analysis  Employee/Staff Management - Measures effectiveness in selecting qualified people; evaluating subordinates' performance; strengths and development needs; providing constructive feedback, and taking appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the universal goal of equal employment opportunity.  Examples: Excellent interviewing skills, employee success oriented, lead by example, strong leadership  Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits.  Examples: Speciations  Below Expectations  Below Expectations  Meets Expectations  Below Expectations  Below Expectations  Meets Expectations  Below Expectations  Meets Expectations  Below Expectations  Meets Expectations  Below Expectations  Meets Expectations  Meets Expectations  Below Expectations  Meets Expect			
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delegating and coordinating effectively; promoting innovation and team effort.  Examples: Great communicator, delegator, trustworthy, responsible, committed, flexible, excellent trainer, lead by example  Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance.  Examples: Open-minded, ready to learn and grow, positive attitude toward training, growth original.		_	
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toward training growth oriented		· · · · · · · · · · · · · · · · · · ·	
NA		Unsatisfactory	
	towara training, growth orientea	NA	

Customer Responsiveness - Measures responsiveness and courtesy	Outstanding
in dealing with internal staff, external customers and vendors;	Exceeds Expectations
employee projects a courteous manner.	Meets Expectations
Examples: Great communicator and listener, exhibits self control and	Below Expectations
patience with customers/residents, positive attitude, assertive,	Unsatisfactory
conflict resolver, empathetic, aim to please, customer driven	NA NA
Personal Appearance - Measures neatness and personal hygiene	Outstanding
appropriate to position.	Exceeds Expectations
Examples: Appropriate attire for the job, neatly dressed, appropriate	Meets Expectations
perfume/cologne, neatly combed hair, appropriate and well groomed	Below Expectations
nails, appropriate facial hair, no visible tattoos, no visibly excessive or	Unsatisfactory
inappropriate piercings	NA
Dependability - Measures how well employee complies with	Outstanding
instructions and performs under unusual circumstances; consider	Exceeds Expectations
record of attendance and punctuality.	Meets Expectations
Examples: On time daily, overachieving attitude, willing to go above	Below Expectations
and beyond, prepared, ready to work, focused, accountable for	Unsatisfactory
actions	NA NA
Safety - Measures individual's work habits and attitudes as they	Outstanding
apply to working safely. Consider their contribution to accident	Exceeds Expectations
prevention, safety awareness, ability to care for PPM property and	Meets Expectations
keep workspace safe and tidy.	Below Expectations
Examples: Safety driven, ability to recognize safety hazards,	Unsatisfactory
understand Safety policies and OSHA standards	NA NA
Employee's Responsiveness - Measures responsiveness in	Outstanding
completing job tasks in a timely manner.	Exceeds Expectations
Examples: Timely results, solid time management, success driven,	Meets Expectations
aim to please, focused	Below Expectations
	Unsatisfactory
	NA

<u>В</u>	<u>EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS:</u> Include those which are relevant during this eval	uation
	period. This should be related to performance or behavioral aspects you appreciated in the performance.	eir
<u>C.</u>	PERFORMANCE AREAS WHICH NEED IMPROVEMENT:	

D.	PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:	
<u>E.</u>	EMPLOYEE COMMENTS:	
<u>F.</u>	Job Description Review Section: (Please	
	Employee job description has been made to the job description at this ti	reviewed during this evaluation and no changes have been me.
		reviewed during this evaluation and modifications have been e modified job description is attached to this evaluation.
G. Sı	GNATURES:	
	Employee	
		denote agreement with official review and means only that portunity to discuss the official review with the supervisor.)
	Evaluated by	Date
	Reviewed by	Date
H. SEN	NT FORM TO HR FOR FILING:	
	Date Sent to Corporate:	
		For HR Purposes Only:
		Received By:
		Filed Date: