



Job Performance Evaluation

Employee Name: _____ Job Title: _____

Date of Hire: _____ Manager/Supervisor: _____

Annual Review 90 Day Review Review Period: From _____ to _____

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings:

- Outstanding** *Performance is consistently superior*
- Exceeds Expectations** *Performance is routinely above job requirements*
- Meets Expectations** *Performance is regularly competent and dependable*
- Below Expectations** *Performance fails to meet job requirements on a frequent basis*
- Unsatisfactory** *Performance is consistently unacceptable*

A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

<p>Administration - Measures effectiveness in planning, organizing and efficiently handling activities while eliminating unnecessary tasks. <i>Examples: Organized, great time management, excellent planner, neat paperwork, accuracy and attention to detail, focused, able to prioritize, always prepared</i></p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	
<p>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. <i>Examples: exhibits all facets of job description, ask questions, attention to the details of the job, completes tasks with being constantly reminded</i></p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	
<p>Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and customers/residents. <i>Examples: Great listening skills, confidence, able to be empathic with customers and co-workers, open-minded, friendly conversation with co-workers and customers, respectful conversation with co-workers and customers</i></p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	

<p>Teamwork - Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. <i>Examples: professional acknowledgement others and their ideas, respecting cultural diversity, maintaining appropriate boundaries, working together for the common good of the customers/residents</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. <i>Examples: Identifying problems, making suggestions, excellent follow-up skills, proper evaluations, implementing solutions</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. <i>Examples: Basic accounting principles, cost analysis, great decision making with finances, analyze financial data, budget analysis</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>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. <i>Examples: Excellent interviewing skills, employee success oriented, lead by example, strong leadership</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits. <i>Examples: Self-starter, independent, problem solver, shows great initiative, success driven, focused, accountable</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting their job and its work activities. <i>Examples: Shows initiative to learn, growth driven, positive attitude toward training</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Leadership - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort. <i>Examples: Great communicator, delegator, trustworthy, responsible, committed, flexible, excellent trainer, lead by example</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>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. <i>Examples: Open-minded, ready to learn and grow, positive attitude toward training, growth oriented</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	

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

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

E. EMPLOYEE COMMENTS:

F. JOB DESCRIPTION REVIEW SECTION: (Please check the appropriate box.)

- Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

G. SIGNATURES:

Employee _____ Date _____
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____

H. SENT FORM TO HR FOR FILING:

Date Sent to Corporate: _____

For HR Purposes Only: Received By: _____ Filed Date: _____
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