

PERFORMANCE EVALUATION FOR PCMI EMPLOYEES

Employee Name: _____

Job Title: _____ Department/Region: _____

Date of Review: _____ Assignment Supervisor: _____

PART 1: Definition of terms used:

Satisfactory: Meets and occasionally exceeds established standards.

Needs Improvement: Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results.

Unsatisfactory: Seldom meets established standards.

PART 2: Following are the abilities and characteristics that contribute to job performance in your assigned position.

Job Knowledge/Skills

PCMI Employee's:

- Understanding of job functions and related job functions.
- Knowledge of pertinent policies and procedures related to the assignment
- Is productive and timely in work production.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Organizing Ability

PCMI Employee's:

- Efficient and quality use of time
- Ability to prioritize.
- Ability to effectively handle several assignments simultaneously.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Initiative

PCMI Employee:

- Takes initiative in job related functions which require action.
- Attends classes, seminars, workshops that are a part of their assignment.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Judgment

PCMI Employee’s decisions reflect the capacity to think through a problem and reach an effective and appropriate decision.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Adaptability

PCMI Employee:

- Works well with others.
- Is open to and will try new ideas and suggestions.
- Adapts well to new methods or conditions.
- Is flexible.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Attitude

PCMI Employee:

- Displays interest in and enthusiasm for their assignment.
- Respects confidences.
- Is available for work on a regular and punctual basis.

Satisfactory Needs Improvement Unsatisfactory

Comments:

Overall Rating of the Services Provided by the PCMI Employee For This Assignment:

Satisfactory Needs Improvement Unsatisfactory

Comments:

PART 3: Additional Comments:

Supervisor’s Signature

DATE

PCMI Employee’s Signature

DATE