

SAMPLE EMPLOYEE PERFORMANCE EVALUATION (STAFF)

EMPLOYEE: _____

DATE: _____

POSITION: _____

HIRE DATE: _____

- E EXTRAORDINARY** Employee consistently exceeds expectations. Performance is exceptional in area assessed. Results always go beyond what is expected.
- G ABOVE AVERAGE** Employee exceeds expectations most of the time. Performance is mostly exceptional in area assessed. Results usually go beyond what is expected.
- A AVERAGE** Employee meets normal expectations. Performance meets firm standards.
- B BELOW AVERAGE** Employee performance shows need for further improvement. Performance is not completely satisfactory. Results are generally acceptable but usually not up to the level of performance that is required.
- U UNSATISFACTORY** Employee does not meet expectations. Performance consistently does not meet firm standards. Improvement is required in order to maintain position.

TRAIT	DESCRIPTION	E	G	A	B	U	COMMENTS
JOB KNOWLEDGE	Assess employee's knowledge of practices and procedures; office equipment and computers; neatness of work area; grasp of subject matter involved in job performance.						
QUALITY OF WORK	Assess the accuracy, content and thoroughness of employee's work; consistent demonstration of error-checking.						
QUANTITY OF WORK	Assess degree to which employee meets or exceeds expectation for "normal" production; how rapidly employee works; how efficiently employee works; how often employee seeks additional work.						
INDEPENDENT JUDGMENT	Assess employee's ability to think things through and arrive at proper solutions with minimum guidance; logic of thought process.						
DEPENDABILITY	Assess employee's ability to see projects through to completion; resourcefulness in obtaining information when requested; willingness to work overtime or come in early when necessary; time spent away from work area or on personal business or personal phone calls; ability to meet deadlines; ability to understand priorities and organize the work to get the job done.						

TRAIT	DESCRIPTION	E	G	A	B	U	COMMENTS
INITIATIVE	Assess employee's ability to recognize and solve problems; seek out and assume new responsibilities; seek better ways to perform tasks; show originality in thinking; make creative and innovative suggestions resulting in increased efficiency; resourcefulness.						
COOPERATION	Assess employee's ability to relate to and cooperate with clients, attorneys, and co-workers; degree to which employee voluntarily assists others; how willingly employee accepts assignments.						
DEMEANOR	Assess employee's professionalism in attitude, phone manner, and appearance; receptiveness to client service; responsiveness to supervision; ability to adjust to changed conditions.						
OVERALL EVALUATION	Assess employee's overall rating based on the above traits.						

- SALARY CONSIDERATIONS:
- My secretary should receive the same raise as most of the secretaries receive this year.
 - My secretary should receive a lower raise than most of the secretaries receive this year because:
 - My secretary should receive a higher raise than most of the secretaries receive this year because:

ADDITIONAL COMMENTS:

IDENTIFY SPECIFIC AREAS FOR IMPROVEMENT:

EVALUATED BY: _____ DATE: _____

The Administrator has discussed this performance appraisal with me. I understand the comments made and have noted my comments (including disagreements with appraisal, if any) below.

Employee _____ Date _____