

EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD			EVALUATION DATE
		FROM:		TO:	
PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES - ATTACH EXTRA SHEETS				RATING
1. <input type="checkbox"/> QUALITY OF WORK  ACCURACY AND COMPLETENESS  RESULTS CONSISTENT WITH JOB EXPECTATIONS					<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY
2. <input type="checkbox"/> QUANTITY OF WORK  MAINTAINS OUTPUT LEVEL CONSISTENT WITH HOB EXPECTATIONS AND STANDARDS  MEETS HOB REQUIREMENTS AND PROCEDURES WITHIN ESTABLISHED TIME LIMITS AND WAY OF INCREASED PRODUCTIVITY					<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY
3. <input type="checkbox"/> JOB KNOWLEDGE  UNDERSTANDS THE SKILLS AND PROCEDURES TO PERFORM TASKS  UNDERSTANDS THE JOB FUNCTION WITHIN THE ORGANIZATIONAL STRUCTURE  KEEPS INFORMED ON UP-TO-DATE JOB METHODS, SKILLS AND TECHNIQUES					<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY
4. <input type="checkbox"/> WORKING RELATIONSHIPS  COOPERATION AND ABILITY TO WORK WITH CO-WORKERS, SUPERVISORS AND CUSTOMERS  DO YOU THINK YOUR ATTITUDE ABOUT YOUR JOB HAS A POSITIVE OR NEGATIVE EFFECT ON YOUR CO-WORKERS					<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY
5. <input type="checkbox"/> OPTIONAL FACTOR  DO YOU FEEL YOU HAVE A POSITIVE ATTITUDE ABOUT YOUR JOB, & EXPLAIN WHY.  PROMPTNESS SICK LEAVE USAGE OVERTIME TRAINING DEPENDABILITY					<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY

**DEFINITIONS OF PERFORMANCE CATEGORIES**

OUTSTANDING\* - The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance  
 EXCEEDS EXPECTATIONS - The employee regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance  
 MEETS EXPECTATIONS - The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization  
 UNSATISFACTORY - The employee has failed to meet the performance expectations for this factor

6.  SPECIFIC ACHIEVEMENTS

7.  3 TO 5 GOALS TO BE ACCOMPLISHED - SHORT STATEMENT OF EXPECTATION WHICH SPECIFY OUTPUTS (What is to be produced) AND STANDARDS (quality, quantity, cost, timelines).  
 CONDUCT MID-YEAR REVIEW OF PROGRESS

8.  TRAINING AND DEVELOPMENT SUGGESTIONS

EVALUATOR'S SIGNATURE AND DATE

SHERIFF'S SIGNATURE AND DATE

This performance evaluation was discussed with me on the date noted. I understand that my signature attest only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.

EMPLOYEE'S SIGNATURE AND DATE