

**PERFORMANCE EVALUATION**

**SUPERVISOR INSTRUCTIONS**

<b>COMPANY NAME</b>			
<b>SUPERVISOR NAME</b>			
<b>EMPLOYEE NAME</b>			
<b>JOB TITLE</b>		<b>REVIEW PERIOD</b>	

**Unsatisfactory** – Describes performance that is clearly below the level of acceptability. Employees with unsatisfactory ratings should either improve performance or move out of the position in a short period of time.

**Below Expectations** – Describes performance that is below acceptable standards for the performance factors. This rating may also describe a new employee who has not yet learned the fundamentals of the job.

**Meets Expectations** – Performance is fully acceptable and the expected results are achieved for the performance factor being assessed. The employee consistently performs the essential job functions and responsibilities.

**Above Expectations** – Performance exceeds accepted standards and outcomes for the performance factor or essential job function being rated. Employee regularly surpasses the requirements of the position and exceeds the expected quality of work, quantity of work, or other performance factors.

**Outstanding** – The performance factor or job responsibility is rated outstanding in recognition of distinct, exceptional results or achievements. Signifies extraordinary accomplishments or an employee who has had a significant impact on the organization.

**RATING**

**PERFORMANCE FACTORS**

Unsatisfactory      Below Expectations      Meets Expectations      Above Expectations      Outstanding

**QUALITY OF WORK**

How does it compare with expected standards of performance? Does it reflect sound job knowledge?

Comments:

**QUANTITY OF WORK**

How much acceptable work is consistently produced in relation to job requirements?

Comments:

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Unsatisfactory

Below  
Expectations

Meets  
Expectations

Above  
Expectations

Outstanding

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**ADAPTABILITY**

How well does the employee adapt to new workstations, changes and responsibilities?

Comments:

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**USE OF WORK TIME**

How well does the employee utilize available time in performance of responsibilities?

Comments:

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**ABILITY TO WORK WITH OTHERS**

How well does the employee work and deal with others to accomplish job requirements?

Comments:

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**COMMUNICATION**

How accurately and courteously does the employee handle internal and/or external contacts?

Comments:

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**DEPENDABILITY**

To what extent can the employee be relied upon to complete work assignments?

Comments:

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**ATTENDANCE RECORD**

Comments:

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Review the employee's position description and evaluate performance in each of the position's responsibilities and essential functions. Check appropriate rating.

Unsatisfactory  
Below Expectations  
Meets Expectations  
Above Expectations  
Outstanding

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**COMMENTS:**

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**COMMENTS:**

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**COMMENTS:**

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**COMMENTS:**

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**OVERALL PERFORMANCE RATING**

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**SPECIAL  
ACCOMPLISHMENTS**

Describe any accomplishments or special achievements that had significant impact on the organization.

**SUMMARY COMMENTS**

Summarize the employee's overall performance including strengths and areas for improvement.

**STRENGTHS**

**AREAS FOR IMPROVEMENT**

**PROFESSIONAL DEVELOPMENT REVIEW**

List developmental activities accomplished during the past review period.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List developmental steps for improvement in present job and/or to prepare for future responsibilities.

	Development Step	Target Date	By Whom
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

<b>NEXT SCHEDULED PERFORMANCE EVALUATION DATE</b>	_____
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**EMPLOYEE COMMENTS**

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<b>EMPLOYEE SIGNATURE</b>	_____	<b>DATE</b>	_____
<b>SUPERVISOR SIGNATURE</b>	_____	<b>DATE</b>	_____