

Optional Evaluation Tool

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION

Name Of Employee: _____

Supervisor Name: _____

Date: _____

Review Period: _____

to _____

REVIEW GUIDELINES

Complete this review, using the following scale:

- 1** = Performance consistently does not meet position requirements (include supporting justification in summary comments)
- 2** = Performance occasionally does not meet position requirements
- 3** = Performance meets position requirements
- 4** = Performance occasionally does not meet position
- 5** = Performance consistently exceeds position requirements (include supporting justification in summary comments)

EVALUATION

Section I: Factors and Levels

How well is this employee doing each of the following?

	(5) = Consistently Exceeds Requirements	(4) = Occasionally Exceeds Requirements	(3) = Meets Requirements	(2) = Occasionally does not meet Requirements	(1) = Consistently does not meet Requirements
Education & Experience <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Complexity/ Breadth of Tasks <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability/Impact of Position <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making/Independent Judgment <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Relationships <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II: Essential Duties and Functions (from job description)	(5) = Consistently Exceeds Requirements	(4) = Occasionally Exceeds Requirements	(3) = Meets Requirements	(2) = Occasionally does not meet Requirements	(1) = Consistently does not meet Requirements
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: