



Periodic Employee Evaluation Report

Employee Name _____ Job Classification _____

Supervisor/ Manager Name _____ Date _____

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by checking the rating box that best describes your observations of the employee named above. Please follow these instructions carefully:

1. Use your own independent judgement.
2. Disregard your general impression of the person and concentrate on one factor at a time.
3. When rating an employee, call to mind instances that are typical of his/ her work and actions.
4. Do not be influenced by UNUSUAL SITUATIONS that are not typical.
5. Make your rating with the utmost care and thoughts. Be sure it represents a fair and reasonable opinion.

PERFORMANCE CATEGORY		RATING	COMMENTS & EXAMPLES
1.	Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines within minimal supervision.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
2.	Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
3.	Reliability/ Dependability: <i>Consistently performs at a high level, manages time and workload effectively to meet responsibilities.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
4.	Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well with all customers and other employees.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
5.	Judgement & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
6.	Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
7.	Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group change achieve its goals.</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	

Strengths: What do you see are the employee's three greatest strengths?

- 1. _____
- 2. _____
- 3. _____

Goals: What goals should the employee focus on moving forward, through the next review period?

- 1. _____
- 2. _____
- 3. _____

Training Needs: What additional training does the employee need to complete during the next review period?

- 1. _____
- 2. _____
- 3. _____

Supervisor Feedback: Any suggestions you have for the employee?

Employee Comments:

Completed by:

Employee Name (Print) Signature Date

Supervisor/ Manager Name (Print) Signature Date

Director of Operations Name (Print) Signature Date