**EMPLOYEE PERFORMANCE EVALUATION FORM**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requirements:**

**Primary Responsibilities:**

**Secondary Responsibilities:**

**Instructions:** Evaluate performance by circling the appropriate response. Enter comments as necessary. Set goals for the next review period **Rating:**

* 1 = Substandard: Needs constant supervision
* 2 = Below average: Needs improvement
* 3 = Average: Meets criteria
* 4 = Above Average: Exceeds Criteria
* 5 = Exemplary: Deserving of unusual recognition

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| --- | --- | --- | --- | --- | --- |
| **General Criteria** | **1** | **2** | **3** | **4** | **5** |
| **Personality/demeanor:** Flexible and easy to get along |  |  |  |  |  |
| **Relationship skills:** Cooperates and works well in teams |  |  |  |  |  |
| **Communication skills:** Listens, understands and expresses him/herself well |  |  |  |  |  |
| **Attendance and promptness:** Observes assigned work hours, is conscientious |  |  |  |  |  |
| **Initiative:** Works without close supervision, initiates action |  |  |  |  |  |
| **Organization and time-awareness:** Sets and observes own priorities for the best use of time |  |  |  |  |  |
| **Self-control:** Maintains composure and performs well under pressure |  |  |  |  |  |

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area in need of most improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Position Specific Criteria** | **1** | **2** | **3** | **4** | **5** |
| **Proficiency:** Understands craft, systems and processes |  |  |  |  |  |
| **Project management:** Organizes tasks and assignments |  |  |  |  |  |
| **Attention to detail:** Attentive to all aspects of assignments/workflow |  |  |  |  |  |
| **Client interaction:** Relates to clients/supervisor needs, spoken and unspoken |  |  |  |  |  |
| **Creativity:** Seeks innovative solutions |  |  |  |  |  |
| **Business skills:** Understands and works to increase profitability |  |  |  |  |  |

**Recommendations for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goals for the next review period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This performance evaluation has been reviewed with me, and I understand that I may attach my comments, if desired.**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Performed by: Date:

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