

I. Agency recruiter performance form

Name: _____

Evaluation Period: _____

Title: _____ Date: _____

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Use a current job description (job descriptions are available on the HR web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory")

| | |
|----------------------|--|
| Outstanding | Performance is consistently superior |
| Exceeds Expectations | Performance is routinely above job requirements |
| Meets Expectations | Performance is regularly competent and dependable |
| Below Expectations | Performance fails to meet job requirements on a frequent basis |
| Unsatisfactory | Performance is consistently unacceptable |

A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

Outstanding