

## CONFIDENTIAL

### EMPLOYEE PERFORMANCE EVALUATION FORM

The following evaluation shall be utilized for \_\_\_\_\_ performance appraisals for all employees.

The Evaluator will provide comments and suggestions designed to assist the employee for the purpose of skill, knowledge, and performance improvement.

**Employee**

**Name: Evaluation Date:**

**Position/Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Evaluator's Name:** \_\_\_\_\_

The following evaluation is: \_\_\_\_\_

Employee's last performance evaluation was completed on \_\_\_\_\_.

### **RATING PARAMETERS**

#### **0 - BELOW PERFORMANCE STANDARDS:**

Performance is below acceptable standards and expectations and is creating an issue with co-workers and the department, as well as having a negative impact on department effectiveness and productivity. The Supervisor should initiate a "Performance Improvement Plan," to be completed by both the Supervisor and the Employee.

#### **1 - NEEDS IMPROVEMENT:**

Performance of job requirements is inconsistent and does not routinely achieve results expected. Incidents of problematic work performance are typical, and improvement is required.

#### **2 - PROVISIONAL (New Employee):**

Employee is a new hire and not expected to perform at a fully competent level yet. Employee is still receiving job training in order to reach a proficient level of performance.

#### **3 - FULLY COMPETENT:**

Employee exhibits consistent performance in meeting goals and objectives and achieves acceptable and standard results expected. Periodic incidents of superior or problematic work performance are typical.

#### **4 - COMMENDABLE:**

Performance of job requirements exceeds established expectations or requirements for quality, quantity and timeliness. Employee at this level exceeds the performance expected of a fully

capable employee in most aspects of job performance. Performance is notably better than acceptable though not outstanding and can still be improved upon.

**5 - OUTSTANDING:**

Performance of job requirements noticeably exceeds established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance. Employees performs more than asked and explores improved methods of accomplishing tasks.



**OVERALL EMPLOYEE RATING**

Assess the Employee's overall performance for this evaluation period.

**RATING:** \_\_\_\_\_

<b>COMMENTS:</b>
_____

I have been provided with the opportunity to review the above performance evaluation. I have discussed this evaluation with my supervisor, and I have been provided a copy of this evaluation for my records.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Human Resource Representative's Signature)

\_\_\_\_\_  
(Date)