

Employee Performance Evaluation

Employee Name: _____

Position Title _____

Department: _____

Period Covered From: _____ To: _____

Evaluation Type: () 3 Month () 6 Month () Annual () Other: _____

<u>Indicators of Performance Levels:</u>	
5 Outstanding	Performance far exceeds standards with minimal supervision
4 Excellent	Performance consistently above standards with minimal supervision
3 Satisfactory Plus	Performance above standards on a regular basis
2 Satisfactory	Performance fully meets minimum standards
1 Satisfactory Minus	Performance fails below minimum standards

Section I – Performance Characteristics

Rate the Following	Code	Comments
1. Productivity/Timelines of work Quantity of work expected of the job assignment		
2. Quality of Work Degree of accuracy, lack of errors		
3. Job Knowledge Understanding of duties, know-how-in performing assigned tasks		
4. Dependability Reliability and persistence in following through with assignments on schedule and following policies and rules.		
5. Ambition/Initiative Degree and willingness to put forth effort in starting an activity; contribute to new ideas, or to seek self improvement		
6. Learning Ability Speed in mastering and understanding new work routines and methods		
7. Attitude The liking of the work, professional manner and courtesy, outlook on the job and the district acceptance and profitable constructive criticism		
8. Cooperation Ability to work with others effectively, willingness to vary work schedule/assignments as needed.		
9. Attendance Promptness and regularity in being at work.		
10. Overall Rating Overall ability rating of the employee.		

11. Recommendation

Section II – Development Summary

1. Summary of Strengths

- A.
- B.
- C.

2. Summary of Developmental Needs

- A.
- B.
- C.

3. Action to be taken to correct performance deficiencies where appropriate.

This reflects my evaluation of the employee’s job-related performance. I have discussed this evaluation with the employee.

Evaluator’s Signature _____ **Date:** _____

Employee’s Signature: _____ **Date:** _____