

## CONFIDENTIAL

## EMPLOYEE

## PERFORMANCE EVALUATION FORM

Instructions:

This evaluation form will be used for probationary employee performance evaluations to be completed at sixty (60) days and six (6) months. In addition, the form will become the basis for annual performance appraisals.

A formal performance evaluation must be completed for each employee at least annually.

Circle one rating in each performance area. The performance evaluation areas included on this form pertain to the vast majority of employees. If one area does not pertain, indicate "not applicable" in the comments section. Comments and suggestions for improvement should be noted in each area.

Employee's Name	Date of This Evaluation
Employee's Position	Department
Evaluator's Name	-
TYPE OF EVALUATION:	
60 Day 6 Month Annual	
Last Evaluation Completed On	

AREA 1	JOB KNOWLI	<b>IOWLEDGE:</b> Understands the essential aspects of the position.				
Unsatist	factory	Satisfactory	Exceptional			
I am not satisfied w employee's perform area. Examples of behavior and sugge year are listed belo	nance in this unsatisfactory estions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.			
Suggestions for th		amples of behavior.				
AREA 2	QUALITY OF	WORK: Performs work accurately, co	ompletely and precisely. Meets			
Unsatist	deadlines.	Satisfactory	Exceptional			
I am not satisfied w employee's perform area. Examples of behavior and sugge year are listed belo	with this nance in this unsatisfactory estions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.			
COMMENTS RE		amples of behavior.				

	QUANTITY O	F WORK: Performs a satisfactory vo	lume of work during a given period
Unsatis		Satisfactory	Exceptional
I am not satisfied w employee's performarea. Examples of behavior and sugginger are listed below	mance in this Cunsatisfactory estions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
COMMENTS RE	EQUIRED. Give ex	amples of behavior.	
Suggestions for th	ne coming year:		
AREA 4	COOPERATIC and following in	ON WITH SUPERVISOR: Works wi	th supervisor in carrying out tasks
Unsatis		Satisfactory	Exceptional
I am not satisfied v employee's perform	with this	I am satisfied with this employee's	I feel this person performs much higher
area. Examples of behavior and sugg year are listed belo	Eunsatisfactory estions for next ow.	performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
area. Examples of behavior and sugg year are listed belo	Eunsatisfactory estions for next ow.	behavior I would like to see repeated and suggestions for next year are	extraordinary performance and suggestions for next year are listed

				Evaluation Form
AREA 5		/ITH OUTSIDE PERSONS: Respon m, caring and courteous manner. Crea		
Unsatis		Satisfactory		Exceptional
I am not satisfied v employee's perfor area. Examples of behavior and sugg year are listed belo	mance in this f unsatisfactory estions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	-	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
		xamples of behavior.		
Suggestions for th	1e coming year:			
AREA 6		ON WITH CO-WORKERS: Works assists them when asked.	as	a team member. Relates well with
AREA 6 Unsatis	co-workers and		as	a team member. Relates well with Exceptional
Unsatis I am not satisfied v employee's perfor area. Examples of behavior and sugg year are listed belo	co-workers and factory with this mance in this funsatisfactory estions for next ow.	I assists them when asked.   Satisfactory   I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	as	
Unsatis I am not satisfied v employee's perfor area. Examples of behavior and sugg year are listed belo	co-workers and factory with this mance in this funsatisfactory estions for next ow.	I assists them when asked.   Satisfactory   I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are	as	<b>Exceptional</b> I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed

				Evaluation Form
AREA 7		TY TO STRESS: Displays presence Relates well to others while experien		
Unsatis		Satisfactory		Exceptional
I am not satisfied with this employee's performance in this area. Examples of unsatisfactory behavior and suggestions for next year are listed below.		I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	_	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
		amples of behavior.		below.
Suggestions for th	ne coming year:			
AREA 8	INDUSTRIOU	SNESS: Displays initiative. Is willin	ng a	and able to work hard.
			ng a	
AREA 8 Unsatis I am not satisfied v employee's perform area. Examples of behavior and sugg year are listed belo	factory with this mance in this Sunsatisfactory estions for next	SNESS: Displays initiative. Is willing   Satisfactory   I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	ng	And able to work hard. Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
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AREA 9	JUDGMENT/D	ECISION MAKING ABILITY: Ma	kes	the right, correct decisions in a
		ecognizes the distinction between a	auth	
Unsatis	-	Satisfactory		Exceptional
I am not satisfied w employee's perform		I am satisfied with this employee's performance in this area. Examples of	-	I feel this person performs much higher than expected in this area. Examples of
area. Examples of		behavior I would like to see repeated		extraordinary performance and
behavior and sugge		and suggestions for next year are		suggestions for next year are listed
year are listed belo		listed below.		below.
COMMENTS RE	QUIRED. Give examined	mples of behavior.		
Suggestions for th	e coming year:			
AREA 10	PLAN/ORGAN	IZE WORK: Plans and organizes	wor	kload. Follows through on plans.
AREA 10 Unsatis		ZE WORK: Plans and organizes	wor	kload. Follows through on plans. Exceptional
Unsatis I am not satisfied v	factory vith this	Satisfactory I am satisfied with this employee's	-	Exceptional I feel this person performs much higher
Unsatis I am not satisfied v employee's perform	factory vith this nance in this	Satisfactory I am satisfied with this employee's performance in this area. Examples of	-	<b>Exceptional</b> I feel this person performs much higher than expected in this area. Examples of
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AREA 11		ORAL COMMUNICATION: Writes	• • • •
Uns	atisfactory	correct vocabulary, spelling and gramm Satisfactory	Exceptional
area. Example behavior and su year are listed l	formance in this s of unsatisfactory aggestions for next below.	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples or extraordinary performance and suggestions for next year are listed below.
COMMENTS	REQUIRED. Give e	xamples of behavior.	
Suggestions fo	r the coming year:		
AREA 12	ATTENDANCE sick leave, jury d	: Attends work each day unless on ap	proved leave, such as vacation leave,
Uns	atisfactory	Satisfactory	Exceptional
area. Example	formance in this s of unsatisfactory aggestions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples or extraordinary performance and suggestions for next year are listed below.
COMMENTS	REQUIRED. Give e	xamples of behavior.	

AREA 13		A multiple and there at the a stant of the survey	ulular. Dasa watahuraa kusalua au
		: Arrives on time at the start of the wo eaving early and/or returning late.	orkday. Does not abuse breaks or
Unsa	tisfactory	Satisfactory	Exceptional
area. Examples	formance in this of unsatisfactory ggestions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
	REQUIRED. Give ex		below.
00111111111			
Suggestions for	r the coming year:		
AREA 14	SAEETV: Abidoo	by safety standards required for the	ich
		by salety standards required for the	Job.
	isfactory	Satisfactory	Exceptional
I am not satisfie	ed with this	I am satisfied with this employee's	I feel this person performs much higher
I am not satisfie employee's per	ed with this formance in this	I am satisfied with this employee's performance in this area. Examples of	I feel this person performs much higher than expected in this area. Examples of
I am not satisfic employee's per area. Examples	ed with this formance in this of unsatisfactory	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and
I am not satisfic employee's per area. Examples	ed with this formance in this of unsatisfactory aggestions for next	I am satisfied with this employee's performance in this area. Examples of	I feel this person performs much higher than expected in this area. Examples of
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## AREA 15 ATTEMPTS TO IMPROVE: Responds positively to feedback or criticism and takes steps to correct any problem areas identified.

to correct any pro	obl	em areas identified.		
Unsatisfactory		Satisfactory		Exceptional
I am not satisfied with this employee's performance in this area. Examples of unsatisfactory behavior and suggestions for next year are listed below.		I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	-	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
COMMENTS REQUIRED. Give e	exai	nples of behavior.		
Suggestions for the coming year:				
Suggestions for the coming year.				

Supervisor Comments Relative to Performance	<b>Evaluation:</b> (Att	ach additional	pages if required.)
General Comments:			

<b>Employee Comments</b> Relative to Performance Evaluation	: (Attach	additional	pages if re	quired.)
General Comments:				

I have been given the opportunity to review the performance appraisal. I have discussed this evaluation
with my supervisor. I know that I can receive a copy of this appraisal if so desired.

Employee's Signature	Date	
Supervisor's Signature	Date	
Department Head or other Manager's Signature	Date	
(As the rater's supervisor, my signature does not acknowledge agreement or disagreement with this rating.)		