



# 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 \_\_\_\_\_



<b>AREA 3</b>	<b>QUANTITY OF WORK: Performs a satisfactory volume of work during a given period of time.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	
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.	
<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 below.			
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p>Suggestions for the coming year:</p>			
<b>AREA 4</b>	<b>COOPERATION WITH SUPERVISOR: Works with supervisor in carrying out tasks and following instructions.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	
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.	
<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 below.			
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p>Suggestions for the coming year:</p>			

<b>AREA 5</b>	<b>RAPPORT WITH OUTSIDE PERSONS: Responds to students and/or the general public in a warm, caring and courteous manner. Creates a positive image.</b>		
<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Exceptional</b>	
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.	
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p>Suggestions for the coming year:</p>			
<b>AREA 6</b>	<b>COOPERATION WITH CO-WORKERS: Works as a team member. Relates well with co-workers and assists them when asked.</b>		
<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Exceptional</b>	
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.	
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p>Suggestions for the coming year:</p>			

<b>AREA 7</b>	<b>ADAPTABILITY TO STRESS: Displays presence of mind and calmness during high stress periods. Relates well to others while experiencing stress.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<b>Suggestions for the coming year:</b>			
<b>AREA 8</b>	<b>INDUSTRIOUSNESS: Displays initiative. Is willing and able to work hard.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<b>Suggestions for the coming year:</b>			

<b>AREA 9</b>	<b>JUDGMENT/DECISION MAKING ABILITY: Makes the right, correct decisions in a timely manner. Recognizes the distinction between authority and responsibility.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			
<b>AREA 10</b>	<b>PLAN/ORGANIZE WORK: Plans and organizes workload. Follows through on plans.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			

<b>AREA 11</b>	<b>WRITTEN AND ORAL COMMUNICATION: Writes and speaks clearly, accurately and concisely using correct vocabulary, spelling and grammar.</b>		
<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Exceptional</b>	
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.	
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			
<b>AREA 12</b>	<b>ATTENDANCE: Attends work each day unless on approved leave, such as vacation leave, sick leave, jury duty, etc.</b>		
<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Exceptional</b>	
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.	
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			

<b>AREA 13</b>	<b>PUNCTUALITY: Arrives on time at the start of the workday. Does not abuse breaks or lunch periods by leaving early and/or returning late.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			
<b>AREA 14</b>	<b>SAFETY: Abides by safety standards required for the job.</b>		
<b>Unsatisfactory</b>		<b>Satisfactory</b>	<b>Exceptional</b>
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.
<b>COMMENTS REQUIRED. Give examples of behavior.</b>			
<p><b>Suggestions for the coming year:</b></p>			





**Supervisor Comments Relative to Performance Evaluation:** (Attach additional pages if required.)

General Comments:

**Employee Comments Relative to Performance Evaluation:** (Attach additional pages if required.)

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.)