

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	on		Department	
Evaluator's Name				
TYPE OF EVAL				
60 Day	6 Month	Annual		
Last Evaluation Co	ompleted On			

Rev. 02/04

105 101011		Evaluation Form
JOB KNOWL	EDGE: Understands the essential as	pects of the position.
actory	Satisfactory	Exceptional
rith this nance in this unsatisfactory stions for next w.	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.
QUIRED. Give ex	amples of behavior.	<u>'</u>
e coming year:		
	WORK: Performs work accurately, o	completely and precisely. Meets
actory	Satisfactory	Exceptional
rith this nance in this unsatisfactory stions 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	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
	QUALITY OF deadlines. actory with this mance in this unsatisfactory stions for next w.	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next w. QUIRED. Give examples of behavior. QUALITY OF WORK: Performs work accurately, of deadlines. actory ith this nance in this unsatisfied 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.

AREA 3 QUA		RK: Performs a satisfactory v	olu	me of work during a given period
Unsatisfactor		Satisfactory		Exceptional
I am not satisfied with the employee's performance area. Examples of unsational behavior and suggestions year are listed below.	in this performance in this performance behavior and	satisfied with this employee's formance in this area. Examples of avior I would like to see repeated suggestions for next year are d 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 REQUIR	RED. Give examples	of behavior.		
Suggestions for the com	ning year:			
	OPERATION WI following instructi		vith	supervisor in carrying out tasks
Unsatisfactor	у	Satisfactory	_	Exceptional
I am not satisfied with the employee's performance area. Examples of unsatibehavior and suggestions year are listed below.	in this perficient performance behavior in this performance perfor	a satisfied with this employee's formance in this area. Examples of avior I would like to see repeated suggestions for next year are d 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 REQUIR	RED. Give examples	of behavior.		
Suggestions for the com	ning year:			

AREA 5	DADDODT W	TH OUTCIDE DEDCOMO: D	Evaluation Form
AREA 5		TH OUTSIDE PERSONS: Respo	
Unsatis		satisfactory	Exceptional
I am not satisfied wemployee's performarea. Examples of behavior and suggeyear are listed belo	with this mance in this unsatisfactory estions for next w.	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. amples of behavior.	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	ne coming year:		
AREA 6			as a team member. Relates well with
AREA 6 Unsatis	co-workers and	assists them when asked.	
	co-workers and factory vith this mance in this unsatisfactory estions for next		as a team member. Relates well with 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.
Unsatis I am not satisfied v employee's performarea. Examples of behavior and sugge year are listed belo	co-workers and factory with this mance in this unsatisfactory estions for next low.	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	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
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AREA 7		Y TO STRESS: Displays presence	
Unsatis		Relates well to others while experience Satisfactory	Exceptional
I am not satisfied v employee's performarea. Examples of behavior and sugge year are listed belo	vith this mance in this unsatisfactory estions for next bw.	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 the	QUIRED. Give exa	mples of behavior.	
AREA 8	INDUSTRIOUS	NESS: Displays initiative. Is willing	g and able to work hard.
Unsatis	factory	Satisfactory	Exceptional
I am not satisfied v employee's performarea. Examples of behavior and sugge year are listed belo	vith this mance in this unsatisfactory estions for next	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.	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.

AREA 9		DECISION MAKING ABILITY: Ma		
		Recognizes the distinction between a	auth	
Unsatis		Satisfactory		Exceptional
I am not satisfied		I am satisfied with this employee's		I feel this person performs much higher
employee's perfor		performance in this area. Examples of		than expected in this area. Examples of
area. Examples of		behavior I would like to see repeated		extraordinary performance and
behavior and sugg		and suggestions for next year are		suggestions for next year are listed
year are listed belo		listed below.		below.
COMMENTS RI	EQUIRED. Give e	xamples of behavior.		
	•			
Suggestions for the	ne coming year:			
ΔRFΔ 10		NIZE WORK: Bland and arganized		kland Fallows through an plans
AREA 10	PLAN/ORGA	NIZE WORK: Plans and organizes	wor	kload. Follows through on plans.
AREA 10 Unsatis		NIZE WORK: Plans and organizes	wor	kload. Follows through on plans.
	factory	Satisfactory	-	Exceptional
Unsatis I am not satisfied	factory with this	Satisfactory I am satisfied with this employee's	-	Exceptional I feel this person performs much higher
Unsatis I am not satisfied employee's perfor	factory with this mance in this	Satisfactory I am satisfied with this employee's performance in this area. Examples of	-	Exceptional I feel this person performs much higher than expected in this area. Examples of
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Unsatis I am not satisfied a employee's perfor area. Examples of behavior and sugg year are listed below.	efactory with this mance in this f unsatisfactory estions for next ow. EQUIRED. Give ex	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.	_	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
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I am not satisfied a employee's perfor area. Examples of behavior and sugg year are listed belo	efactory with this mance in this f unsatisfactory estions for next ow. EQUIRED. Give ex	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.	_	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed

AREA 11		ORAL COMMUNICATION: Write		d speaks clearly, accurately and
linea	concisely using c tisfactory	orrect vocabulary, spelling and grammer Satisfactory	mar.	Exceptional
I am not satisfie employee's perf area. Examples behavior and su year are listed b	of with this formance in this of unsatisfactory ggestions for next elow.	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.
	the coming year:	xamples of behavior.		
AREA 12		: Attends work each day unless on ap	prov	ved leave, such as vacation leave,
	ATTENDANCE sick leave, jury du tisfactory		prov	ved leave, such as vacation leave,
Unsa I am not satisfie employee's perfarea. Examples	tisfactory d with this formance in this of unsatisfactory ggestions for next	ıty, etc.	_	

Evaluation Form

AREA 13	DUNCTUALITY	A university of the stant of the sure	Evaluation Form
AREA 13		Arrives on time at the start of the wo eaving early and/or returning late.	orkday. Does not abuse breaks or
Unsat	tisfactory	Satisfactory	Exceptional
behavior and sug year are listed be	ormance in this of unsatisfactory ggestions for next elow.	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 I	REQUIRED. Give ex	amples of behavior.	
Suggestions for	the coming year:		
AREA 14	SAFETY: Abides	by safety standards required for the	job.
Unsati	sfactory	Satisfactory	Exceptional
I am not satisfied employee's performance. Examples	d with this 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.
COMMENTS I	REQUIRED. Give ex	amples of behavior.	
Suggestions for			

Evaluation Form

AREA 15	ATTEMPTS TO) II	MPROVE: Responds positively to	fee	edback or criticism and takes steps
	to correct any pro		em areas identified.		
Unsa	tisfactory		Satisfactory		Exceptional
I am not satisfie	ed with this		I am satisfied with this employee's		I feel this person performs much higher
employee's per	formance in this		performance in this area. Examples of		than expected in this area. Examples of
area. Examples	of unsatisfactory		behavior I would like to see repeated		extraordinary performance and
behavior and su	ggestions for next		and suggestions for next year are		suggestions for next year are listed
year are listed b	elow.		listed below.		below.
COMMENTS	REQUIRED. Give e	xar	nples of behavior.		
Suggestions for	the coming year:				
88	<i>6 v</i>				

Supervisor Comments Relative to Performance Eva	aluation: (Attach additional pages if required.)
General Comments.	
Employee Comments Relative to Performance Eval	luation: (Attach additional pages if required.)
General Comments:	
	formance appraisal. I have discussed this evaluation
with my supervisor. I know that I can receive a cop	by of this appraisal if so desired.
Employee's Signature	Date
	
Company Cimpany	Data
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.)	