

# JOB PERFORMANCE EVALUATION FORM NON-EXEMPT POSITIONS

Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## PERFORMANCE PLANNING AND RESULTS

### Performance Review

- Use a current job description (job descriptions are available on the HR web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

### Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations," and "Unsatisfactory")

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

**A. PERFORMANCE FACTORS** (use job description as basis of this evaluation).

<b>Knowledge of Work</b> - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Planning and Organizing</b> - Consider how well the employee defines goals for personal performance; how well work tasks are organized and priorities established; and the amount of supervision required to achieve it.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Customer Relations</b> - Consider how well the employee interacts in dealing with internal staff, external customers and vendors; employee projects a courteous manner.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Quality of Work</b> - Consider the accuracy and thoroughness in completing work assignments. Consider the individual's ability to self-identify and correct errors. Take into consideration incomplete assignments.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Quantity of Work</b> - Consider the volume of work completed in relation to assigned responsibilities. Consider the ability to meet and stay on schedule and the proper use of work time.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Dependability</b> - Consider how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>NA</b>		
<b>Acceptance of Responsibility</b> - Consider the manner in which the employee accepts new and varied work assignments, and assumes personal responsibility for completion.	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	

	NA	
<b>Self-Initiative</b> - Consider how well employee demonstrates resourcefulness, independent thinking, and the extent to which employee seeks additional challenges and opportunities on their own.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Teamwork</b> - Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Safety</b> - Consider this individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness and ability to care for equipment and keep workspace safe and tidy.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Personal Appearance</b> - Consider the employee's neatness and personal hygiene appropriate to position.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Overall Rating</b> (Add comments if required)	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

**Additional factors for supervisors:**

<b>Leadership</b> - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Communication</b> - Measures effectiveness in listening to others, expressing ideas, both orally and in writing, and providing relevant and timely information to management, co-workers, subordinates and customers.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<b>Decision Making/Problem Solving</b> - Measures effectiveness in understanding problems and making timely, practical decisions.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	

	Unsatisfactory	
	NA	
Overall Rating of Supervisory Performance	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

**B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS:** Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

**C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:**

**D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:**

**E. EMPLOYEE COMMENTS:**

**G. JOB DESCRIPTION REVIEW SECTION:** (Please check the appropriate box.)

- ☐ Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- ☐ Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

**H. SIGNATURES:**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by \_\_\_\_\_ Date \_\_\_\_\_

-

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_