

# Employee Evaluation

Probationary Evaluation

Annual Evaluation

Special Evaluation

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

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

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Section 1: Standards of Performance (5 Highest, 1 Lowest)

	Consistently Exceeds Expectations 5	Exceeds Expectations 4	Meets Expectations 3	Sometimes Meets Expectations 2	Does Not Meet Expectations 1
<b>OWNERSHIP</b> – Demonstrates ownership through loyalty to our organization and pride in our work. Demonstrates behaviors that positively reflect on the organization both at work and in public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SAFETY</b> – Promotes a safe environment for customers and fellow employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPEARANCE</b> – Keeps work area, company facility and company clean and maintains a professional and safe environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTITUDE</b> – Portrays a positive attitude by treating customers, the public, and co-workers with dignity, respect and courtesy. Communicates clearly and cordially with customers, visitors and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRIVACY</b> – Respects the privacy of all individuals by protecting confidential information and maintaining personal dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACCOUNTABILITY</b> – Demonstrates responsibility and accountability for own performance within the organization. Is accountable and does what is right at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SERVICE</b> –. Makes customers, and co-workers know their problem /issue /question /concern is very important. When providing service, treats others as you would like to be treated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION</b> –Maintains an atmosphere of open communication by encouraging questions and suggestions. Shares knowledge, asks questions and seeks help when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ETIQUETTE</b> – Uses public areas as an opportunity to make favorable impressions by smiling and being courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMITMENT &amp; GROWTH</b> – Accepts change, innovation and leads by example. Demonstrates consistent commitment to the company's vision, values and goals. Expresses loyalty in action and communication. Is an asset to fellow employees and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INCLUSION</b> – Including all individuals no matter your differences. Everyone needs to feel included and to participate fully in the decision-making processes and development opportunities within an organization or group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**Section 2: Key Responsibilities (5 Highest, 1 Lowest)**

<b>Work Ethic</b>	<b>Consistently Exceeds Expectations 5</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Sometimes Meets Expectations 2</b>	<b>Does Not Meet Expectations 1</b>
Surpasses usual demands of job to accomplish resolution of problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes suggestions and recommendations through one- on-one communications and email.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively promotes teamwork and strives to achieve objectives and common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the success of the group by helping others and seeking help from appropriate sources to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presents the full truth at all times, acknowledges own weaknesses or mistakes, using them as opportunities for personal growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently treats others with friendliness, courtesy, and respect. Demonstrates personal concern for the dignity of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protects the privacy/confidentiality of employees and the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**Section 2: Key Responsibilities (5 Highest, 1 Lowest)**

<b>Work Habits</b>	<b>Consistently Exceeds Expectations 5</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Sometimes Meets Expectations 2</b>	<b>Does Not Meet Expectations 1</b>
Adheres to work schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Begins and completes work without being told to do so. Identifies work needing to be done and uses time constructively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets priorities based on company needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiently utilizes resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considers all possible alternatives to resolve work problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes sources of available information and obtains detailed facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects optimal alternatives from available choices and makes effective decisions within scope of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dresses appropriately for work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps personal calls/visits to a minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows company policies and procedures, professional standards, safety guidelines, best practices and regulatory requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**Section 2: Key Responsibilities (5 Highest, 1 Lowest)**

<b>Quality of Work</b>	<b>Consistently Exceeds Expectations 5</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Sometimes Meets Expectations 2</b>	<b>Does Not Meet Expectations 1</b>
Consistently uses good judgment and thinks critically in order to make correct decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces accurate, neat and thorough work, whether self-initiated or supervised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in creating and maintaining appropriate documentation of job duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that activities are coordinated by setting goals, specifying objectives, anticipating issues and utilizing resources for the attainment of company goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pays attention to details. Completes work, which is thorough, complete and does not require assignment to be redone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is completed in a manner that accomplishes the desired results and significantly exceeds standards of acceptability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**Section 2: Key Responsibilities (5 Highest, 1 Lowest)**

<b>Teamwork and Cooperation</b>	<b>Consistently Exceeds Expectations 5</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Sometimes Meets Expectations 2</b>	<b>Does Not Meet Expectations 1</b>
Works with colleagues in a collective effort to accomplish goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and shares documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to change and expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies, communicates and resolves issues that impact the company, its employees or customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts to change and adapt to a variety of assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads activities ensuring company and industry related requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates status of work in progress to project team, requestor, or supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulls co-workers together to solve work related challenges to ensure efficiency and “best practice”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes everyone feel included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**Section 2: Key Responsibilities (5 Highest, 1 Lowest)**

<b>Job Skills and Knowledge</b>	<b>Consistently Exceeds Expectations 5</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Sometimes Meets Expectations 2</b>	<b>Does Not Meet Expectations 1</b>
Demonstrates professional skills and knowledge of the responsibilities and duties assigned to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Initiative with the ability to think and act without being instructed in great detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses good judgement including the ability to reach logical, responsible and timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly documents work so others can perform job duties when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolve most issues independently or escalates as needed to co-workers and/or management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of workload – Ability to meet deadlines and prioritize workload. Produces the required amount of work to meet the needs of the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicates and utilizes reasoning skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance and Responsibility – Demonstrates willingness to assume and implement the responsibilities of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Average Overall Rating</b>					
<b>Demonstrated Positive/ Negative Action Examples:</b>					

**SECTION III: MAJOR STRENGTHS AND ACHIEVEMENTS**

**SECTION V: DEVELOPMENT PLAN/GOALS**

<b>New Skills Action Plan</b>	<b>Measurable Outcomes</b>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Evaluation Summary**

Employee Name: _____	Employee Comments:
Date of Hire: _____	
Check One: <input type="checkbox"/> Generally, <b>AGREE</b> with Evaluation. <input type="checkbox"/> Generally, <b>DISAGREE</b> with Evaluation.	

I agree, I have discussed this and reviewed with my supervisor.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Job Title \_\_\_\_\_