

Performance Evaluation

Employee Name: _____

Title: _____

Department: _____

Date of Review: _____

Date of Last Review: _____

(Check One) Annual Review _____ 6-Month Review _____ Other _____

Level	Performance Description/Indicators
5	Clearly and consistently exceeds communicated performance requirements. Contributes to company/department success well beyond job requirements.
4	Consistently meets communicated performance requirements, and often exceeds requirements in key performance areas. Requires less than nominal supervision.
3	Consistently meets communicated performance requirements which were identified as the basis for evaluating individual performance. Does not require more help from supervisor and others than is normally required by position. Very satisfactory performance.
2	Meets the minimal performance requirements; requires more than normal help from others and supervisor. Problem areas need to be monitored and documented. Development is needed to meet performance requirements consistently.
1	Fails to meet performance requirements; problem areas need to be monitored and documented with appropriate personnel action taken.

Performance Categories	Performance Rating Level				
	5	4	3	2	1
Quality of Work Comments:					
Quantity of Work Comments:					

Performance Categories	Performance Rating Level				
	5	4	3	2	1
Skills (PC, Typing, Etc.) Comments:					
Knowledge of Job Comments:					
Cooperation/Attitude Comments:					
Dependability Comments:					
Adaptability/Flexibility Comments:					
Initiative Comments:					
Special Projects Comments:					
Attendance/Tardiness Comments:					

Performance Categories	Performance Rating Level				
	5	4	3	2	1
Written Communications Comments:					
Oral Communications Comments:					
Time Management Comments:					
Overall Performance Comments:					

Goals:

Employee's Review/Comments

Acknowledgment and Approval

Supervisor _____ Date _____

Department Manager _____ Date _____

Employee _____ Date _____

New Rate:

Effective Date:

Next Review: