

Performance Evaluation Form

Name: _____

Review Date: ____ / ____ / ____

Position: _____

Hire Date: ____ / ____ / ____

Rate performance and provide specific examples to support your rating wherever possible.

Customer Service *(how well this employee takes care of our customers)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Personal Appearance *(clean, well-groomed, in uniform)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Job Knowledge *(all elements of primary job as well as cross-training)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Initiative *(willingness to go outside of job description and do what needs doing)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Teamwork *(how well this employee works with others)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Dependability *(works as scheduled, starts on time)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Quantity of Work *(number of covers, etc., as compared to others in the same position)*

Unsatisfactory Below Average Average Above Average Outstanding

Example(s): _____

Quality of Work (*speed, accuracy, thoroughness*)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Other: (*job-specific rating*)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Overall Rating:

Unsatisfactory Below Average Average Above Average Outstanding

Developmental Plan:

Evaluator's Signature/Date:

Employee's Signature/Date:

cc: Employee, Employee's Personnel File