

COMPANY NAME _____ DATE _____

EMPLOYEE NAME _____

DATE OF HIRE _____ TITLE _____

DEPARTMENT _____ REVIEWER _____

CURRENT EVALUATION PERIOD START _____ END: _____ LAST EVALUATION DATE _____

EVALUATION TYPE MERIT ANNUAL PROMOTION CORRECTIVE OTHER _____

RATING SCALE Rate the performance for each applicable Job Element. List and rate Key Job Elements in the spaces indicated.

5 =	Excellent	Consistently exceeds requirements. Demonstrates exceptionally high level of proficiency. Direction not required.
4 =	Good	Consistently meets and often exceeds requirements. Demonstrates high level of proficiency. Occasional direction required.
3 =	Average	Often meets and occasionally exceeds requirements. Demonstrates required proficiency. Moderate direction required.
2 =	Marginal	Often fails to meet requirements. Demonstrates only moderate level of proficiency. Frequent direction and/or correction required.
1 =	Unsatisfactory	Does not meet requirements. Demonstrates minimal level of proficiency. Requires constant direction and/or correction.
N/A	Not Applicable	Category does not apply

JOB ELEMENT	5	4	3	2	1	N/A	COMMENTS
JOB KNOWLEDGE: Knowledgeable of products, policies and procedures.							
QUALITY OF WORK: Produces accurate, neat, and complete work product.							
CONTROL OF OPERATION: Monitors, evaluates and corrects performance of self and others.							
INITIATIVE / JUDGMENT: Identifies and appropriately solves or refers problems.							
PLANNING: Sets realistic goals and utilizes time / resources wisely. Anticipates changes.							
COST CONTROL: Operates within or below budget. Manages and uses resources wisely.							
DECISION MAKING: Uses logical and sound judgment. Focuses on facts.							
COMMUNICATION: Speaks and writes in a clear and concise manner as related to the job.							
LEADERSHIP: Ability to take charge. Coaches, motivates, and develops others. Serves as role model.							
ATTENDANCE: Follows company's policies. Serves as role model.							
SAFETY: Adheres and promotes safety standards. Maintains good housekeeping standards.							
COMPANY VALUES: Exhibits understanding of values. Communicates them to others.							

PERFORMANCE APPRAISAL – MANAGEMENT (CONTINUED)

RESPONSIBILITY List a job specific duty or task	5	4	3	2	1	N/A	COMMENTS
RESPONSIBILITY:							
RESPONSIBILITY:							
RESPONSIBILITY:							

OVERALL PERFORMANCE RATING REVIEWER COMMENTS: _____

DEVELOPMENT PLAN Please attach additional sheets if needed

1. ACTION _____ COMPLETION DATE _____
 ITEM _____
 RESULT _____
2. ACTION _____ COMPLETION DATE _____
 ITEM _____
 RESULT _____
3. ACTION _____ COMPLETION DATE _____
 ITEM _____
 RESULT _____

REVIEWER SIGNATURE _____ **DATE** _____
APPROVED BY _____ **DATE** _____

EMPLOYEE ACKNOWLEDGEMENT

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this evaluation. I have made my disagreement, if any, known by written notice on this evaluation. I further understand that failure to improved required job factors may result in immediate termination of my employment

EMPLOYEE COMMENTS

EMPLOYEE SIGNATURE _____ **DATE** _____