



Employee Performance Evaluation

Employee Name:

Department:

Job Title:

Evaluation Time Frame:

Type of Evaluation:

Probationary Period Annual Other

Goals from the past year and performance related to these goals. For each goal, the employee should rate on a scale of 1-10 how well each goal was met (*1 = not met at all and 10 = met with great success*):

Goal 1 1 2 3 4 5 6 7 8 9 10

(Write out goal from last year)

Explain accomplishments and barriers.
Employee Comments:

Supervisor Comments:

Goal 2 1 2 3 4 5 6 7 8 9 10

(Write out goal from last year)

Explain accomplishments and barriers.
Employee Comments:

Supervisor Comments:

Goal 3 1 2 3 4 5 6 7 8 9 10
(Write out goal from last year)

Explain accomplishments and barriers.
Employee Comments:

Supervisor Comments:

Goal 4 1 2 3 4 5 6 7 8 9 10
(Write out goal from last year)

Explain accomplishments and barriers.
Employee Comments:

Supervisor Comments:

Goal 5 1 2 3 4 5 6 7 8 9 10
(Write out goal from last year)

Explain accomplishments and barriers.
Employee Comments:

Supervisor Comments:

Other important accomplishments by employee (include supervisory capacity, if applicable):
Employee Comments:

Supervisor Comments:

Employee Strengths (see last page for topics for consideration):
Employee Comments:

Supervisor Comments:

Assessment of employee's current workload (Rate on a scale of 1-10 with 1 = light workload, easily accomplished in work week, to 10 – maximum workload, barely able to complete basic assigned tasks):

Employee Assessment:

Current Workload 1 2 3 4 5 6 7 8 9 10

Supervisor Assessment:

Current Workload 1 2 3 4 5 6 7 8 9 10

How has your workload impacted your productivity in the past year?
Employee Comments:

Supervisor Comments:

Development areas for upcoming year:

Development goals are usually focused on professional growth and developing new skills. Of course, any job expectations that are not currently being met should be the first priority for a development goal. There are a wide variety of ways to address development needs as illustrated by the following examples:

- *Talk to a colleague who has expertise on an issue (e.g. conflict resolution, team building, communications, etc.) and identify a specific project where you will try out at least one of his or her ideas.*
- *Successfully mentor employee "A" to develop coaching and relationship skills.*
- *Cross train on a designated task and be able to perform the task independently by "date."*
- *Volunteer to lead a meeting to develop facilitation/presentation skills. Ask team members for feedback on effectiveness.*
- *Read a book/article/website on a topic (e.g. leadership, customer service, stress management, etc.) and practice at least one lesson learned on the job.*
- *Research how to use computer software to do a designated task more efficiently and identify a specific project where you will use what you learned.*

Employee Comments:

Supervisor Comments:

Goals for upcoming year:

Goals should be as specific, meaningful and results-oriented as possible. What will the goal accomplish? How will you know if the goal has been reached? Is the goal challenging while still being achievable? Did you include a development goal?

Goal 1

Goal 2

Goal 3

Goal 4

Goal 5

Employee Signature _____

Supervisor Signature _____

Date _____

Employee Performance Areas:

Job Knowledge: Understands job duties, equipment, and established work methods. Able to perform a wide variety of job-related tasks.

Quality of Work: Demonstrates a commitment to quality in all products, processes, and services including, but not limited to, accuracy, thoroughness, neatness of work, use and care of equipment, and effectiveness.

Ability to Organize: Exhibits ability to organize and prioritize tasks to ensure efficient and timely completion of assignments.

Meets Deadlines: Puts forth the effort to do what is necessary to follow tasks through to completion on time.

Team Player: Cooperates and willingly puts forth an effort to achieve the group's goals. Establishes and maintains good working relationships. Helps other team members succeed. Does not hinder others from achieving their goals. Encourages the flow of work-related information.

Verbal Communication: Keeps others informed and promptly resolves conflicts and misunderstandings. Listens, understands, and responds to the communication of others. Effectively communicate ideas and information in reports and correspondence.

Written Communication: Ability to effectively communicate ideas and information in reports and correspondence.

Work Habits: Observes agency rules and regulations. Considers impact on agency in attendance matters and observes working hours. Complies with supervisor instructions. Ensures that a safe work environment is maintained.

Professionalism: Exhibits professional qualities in representing the agency. These qualities include maturity, verbal communications, body language, personal appearance, and appropriateness in situations. Ability to accept professional guidance. Accepts responsibility for actions and decisions.

Initiative: Exhibits initiative in performing beyond the minimum requirements of the job. Exhibits qualities of self-motivation and the ability to be a self-starter.

Judgment: Displays good judgment and discretion in resolving and accomplishing work-related issues. The ability to consider options before making decisions. Understands reasonable boundaries when making decisions.

Attitude: Displays a consistently good attitude toward fellow workers, supervisor, and in dealing with the public. Receptive to suggestions and constructive feedback.

Problem Solving: Demonstrates ability to define problems, gather and analyze information, and develop creative solutions using available resources in a timely manner.

Adaptability: Open to new ideas. Willing and able to learn new procedures and techniques.

Leadership: Ability to successfully integrate and maximize available resources, including organizing/guiding/motivating a group of people when necessary, to achieve a common goal.