EMPLOYEE PERFORMANCE EVALUATION FORM

The following evaluation shall be utilized for both the probationary, as well as the basis for annual performance appraisals for all employees.

All performance evaluations will be conducted on an annual basis, with the exception of the probationary evaluations. Areas where a specific skill set may not apply the Evaluator shall enter "not applicable." The Evaluator will also provide comments and suggestions designed to assist the employee for the purpose of skill, knowledge, and performance improvement.

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Date: 00/00/0000**

**Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATING PARAMETERS**

# BELOW PERFORMANCE STANDARDS (BPS) = 0 pts.:

Performance is below acceptable standards and expectations, and thus is creating an issue with co-workers and the department, as well as having a negative impact on department effectiveness and productivity. The Supervisor should initiate a "Performance Improvement Plan," to be completed by both the Supervisor and the employee. Employee's with an overall rating of below performance standards does not qualify for a salary increase. Employee will be re-evaluated at 30 and 60 days after completion of this evaluation.

# NEEDS IMPROVEMENT (NI) = 1 pts.:

Performance of job requirements is inconsistent and does not routinely achieve results expected by the department. Incidents of problem work performance are not typical in the class of work performed and improvement is required.

# PROVISIONAL (New Employee) (PRO) = 2 pts.:

Any new employee is not expected to perform at a fully competent level within the first days after being hired. The new employee shall receive orientation, job training, and be assigned a trainer (if required or necessary), in an effort to bring the new employee up to a proficient level of performance. New employees may be eligible for salary increase based on time on the job and proficiency at time of evaluation.

**FULLY COMPETENT (FC) = 3 pts.:**

Performance of job requirements achieves acceptable and standard results expected by the department. Periodic incidents of superior or problem work performance are typical in this class of work performed. Performance is notable; exhibits consistent performance in meeting goals and objectives.

# COMMENDABLE (CO) = 4 pts.:

Performance of job requirements exceeds established expectations or requirements for quality, quantity and timeliness; performance at this level can still be improved upon; employee at this level exceeds the performance expected of a fully capable employee in most aspects of job performance. Performance notably better than acceptable though not outstanding; exceeds or fully meets all goals without questions, seeks and implements improvements.

# OUTSTANDING (OS) = 5 pts.:

Performance of job requirements noticeably exceed established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance; performs more than asked and explores improved methods of accomplishing tasks, exhibits little room for improvement.

***Goal # 1***

* **Goal:**
* **Measurement:**

**Feedback:**

**Rating: \_\_\_\_\_\_**

***Goal # 2***

* **Goal:**
* **Measurement:**

**Feedback:**

**Rating: \_\_\_\_\_\_**

***Goal # 3***

* **Goal:**
* **Measurement:**

**Feedback:**

**Rating: \_\_\_\_\_\_**

***Goal # 4***

* **Goal:**
* **Measurement:**

**Feedback:**

**Rating: \_\_\_\_\_\_**

**Disclaimer: SIMPLIFYhr has taken care to ensure the information provided is accurate. However, SIMPLIFYhr does not guarantee its completeness or accuracy and is not responsible for any errors or omissions. This resource is not a substitute for legal advice. For legal advice or assistance, please consult an employment attorney.**

# OVERALL EMPLOYEE RATING - Calculate employee overall rating for this performance evaluation.

**RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Feedback:**

**Employee Feedback:**

I have been provided with the opportunity to review the above performance evaluation. I have discussed this evaluation with my supervisor, and I have been provided a copy of this evaluation for my records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee Name) (Manager Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee’s Signature) (Manager Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Date)

**Disclaimer: SIMPLIFYhr has taken care to ensure the information provided is accurate. However, SIMPLIFYhr does not guarantee its completeness or accuracy and is not responsible for any errors or omissions. This resource is not a substitute for legal advice. For legal advice or assistance, please consult an employment attorney.**