

Employee Evaluation Form

Name of employee:

Position:

What are their main duties and responsibilities:

Period of evaluation: From..... To.....

Evaluation by (Head of division):

**Please bold (in red) the most appropriate option at each indicator of job performance*

**Be specific in comments: Give facts, not impressions*

**Evaluate job performance, not a person.*

**Evaluate results, not activities*

Quality of labour

- Work is almost always accurate and reliable; doesn't require almost any supervision
- Work is most accurate and reliable; requires minimal supervision
- Makes only average number of mistakes; requires usual supervision
- Repeats the same mistakes, sometimes requires close supervision
- Often makes mistakes; requires continuous supervision

Quantity of labour

- Productivity is high and above average
- Very productive; works more than required
- Volume of work is satisfactory
- Does just enough to get by
- Does not meet minimal requirement

Job knowledge

- Completely masters all skills, procedures and technologies necessary for his/her duties
- Mostly manages all skills, procedures and technologies necessary for his/her duties
- Understands all required skills, procedures & tech necessary for his/her duties
- Lacks knowledge of some required skills, procedures and technologies
- Poorly informed about required skills, procedures and technologies

Attendance

- Almost always on time to work; reports adequately on where he/she is or work on; almost always meets deadlines
- Usually on time to work; reports on where he/she is or work on; meets deadlines
- Mostly on time to work; reports on where he/she is or work on; meets deadlines
- Is lax in attendance and/or adequate and timely reporting on where he/she is and what he/she is working on; sometimes has problems to meet deadlines
- Is often absent from the workplace without adequately reporting where he/she is and what he/she is working on; often does not meet deadlines

Initiative

- Suggests realistic solutions and seeks ways to help other colleagues; at his/her personal professional growth to achieve goals
- Tries to help others and aims to achieve his/her personal professional growth
- Recognises problems and tries to solve them
- Sometimes works without instructions
- Sometimes works without instructions
- Must be told exactly what to do

Cooperation and Communication

- Cooperates very well with colleagues at all management levels both in the newsroom and on the publishing side; effectively communicates with them; has the ability to listen in order to understand other points of view
- Cooperates well within a narrow team; adequately communicates with colleagues
- Usually cooperates and communicates
- Sometimes cooperates
- Is uncooperative

Stability

- Thrives under pressure; enjoys solving crises
- Mostly tolerates pressure
- Has average tolerance for pressure
- Occasionally cannot tolerate pressure
- Has difficulty tolerating pressure

Drive

- Strives incessantly to reach high goals
- Strive hard to achieve goals
- Usually puts forth average effort
- Puts forth little effort to achieve goals
- Puts forth practically no effort

Flexibility

- Immediately and constructively accommodates to changes, learns new procedures and applies them in a new situation
- Readily accepts changes, learns new procedures and applies them in a practice
- Adopts changes along with the rest of the team
- Falls behind the most of the team members at accommodating to changes
- Is inflexible

Scale of evaluating job performance indicators

- Outstanding; continuously exceeds position standards
- Good; exceeds position standards
- Average; meets position standards
- Weak; below position standard
- Unacceptable

For Evaluators

1• General comments to job performance

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2• Areas for improving job performance in the following year;

a:

b:

c:

3• Overall evaluation:

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4• Employee's comments on accuracy and fairness of evaluation (should be signed)

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5• Opinion of evaluator's direct supervisor

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6• Opinion of the editor in chief

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