

# PERFORMANCE EVALUATION FORM

Employee ID		Appraisal	
Employee Name		Appraisal	
Department		Period From	
Designation		Period To	

Rating	Description
`	<i>Performance is consistently superior.</i>
4	<i>Performance is routinely above job requirements. Performance is significantly better than average.</i>
3	<i>Performance is regularly competent and dependable. Performance satisfies the requirements of the</i>
2	<i>Performance fails to meet job requirements on a frequent basis.</i>
1	<i>Performance is consistently unacceptable.</i>

CORE VALUES					
Core Value	General Definition	Evaluatee		Evaluator	
		Rating	Achievement /	Rating	Achievement /
Client-Focused	Address what matters most to your clients				
Solution-Driven	Forward Thinking! Identify the opportunities, be creative with your solution; and deliver with passion.				
Collaboration	Finding a Win-Win Solution!				
Productivity & Accountability	Getting things done. Owning what you do; and taking pride in what you do.				
Integrity	Doing the right thing, all the time.				
Highlights					
Areas of Improvement					
Action Plan					