



Performance Evaluation

Employee Name:	Date of Evaluation:
Job Title:	Date of Hire:
Department:	Evaluator:

Definitions

Meets Expectations: Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction. Occasionally exceeds expectations.

Improvement Needed: Performance is below the standards and requirements of the job.

Evaluator: Mark the appropriate level in each category. Provide comments to support the level assigned.

Knowledge and Skills: ☐ Meets Expectations ☐ Improvement Needed

COMMENTS:

Quality of Work and Compliance: ☐ Meets Expectations ☐ Improvement Needed

COMMENTS:

Teamwork and Customer Service: ☐ Meets Expectations ☐ Improvement Needed

COMMENTS:



Production (Quantity of Work): ☐ Meets Expectations

☐ Improvement Needed

COMMENTS:

Initiative and Adaptability: ☐ Meets Expectations

☐ Improvement Needed

COMMENTS:

Attendance and Punctuality: ☐ Meets Expectations

☐ Improvement Needed

COMMENTS:

Accomplishments and CSC University Courses Completed

COMMENTS:

Opportunities for Improvement

COMMENTS:



Strengths

COMMENTS:

Employee Comments:

Employee's Signature

Date

Print Name

Manager's Signature

Date

_____ "Standards For Safeguarding Customer Information" Form Signed