

Instructions: This is an annual performance evaluation. Managers with direct reports must electronically complete, print and sign the form and provide it to HR for compliance review/approval. Afterwards, managers should review performance evaluations with each employee. Employees may add any relevant comments and sign, acknowledging review and receipt of their evaluation. After the review process has been completed managers should provide each employee with a copy of his/her review and forward all original documents to the Human Resources department to be immediately secured in the employee's file.

Employee Name:	Evaluation Date:	Evaluation Period	
Evaluation Type: Annual	Present Position:	From	
		To	

Employee Rating Definitions (Final rating must be placed on last page):

5	Outstanding	Greatly exceeds all requirements.
4	Commendable	Very satisfactory. Performance exceeds majority of expected requirements.
3	Average	Satisfactory. Performance meets most requirements.
2	Fair	Performance needs improvements in some areas. Performance is at a minimal acceptance level.
1	Poor	Unsatisfactory performance.
N/A	Not Applicable	Not Applicable

Skill/Aptitude:

Attitude:

FY PERFORMANCE EVALUATION

Management (Applicable to Managers w/Direct Reports only):

Key Results/Accomplishments

FY PERFORMANCE EVALUATION

Areas Needing Improvement

Manager Comments:

Employee Comments (Employee May Attach Separate Sheet):

Overall Employee Rating :

5	Superior	Outstanding. Greatly exceeds all requirements.
4	Good	Very satisfactory. Performance exceeds majority requirements.
3	Average	Satisfactory. Performance meets most requirements.
2	Fair	Performance needs improvements in some areas. Performance is at a minimal acceptance level.
1	Poor	Unsatisfactory performance.

FY	Key Work, Skill, and/or Knowledge Objectives	Time Frame (If applicable)

Manager _____
Print Name
Title
Signature

Human Resources _____
Print Name
Title
Signature

**Employee Receipt
Acknowledgement** _____
Print Name
Title
Signature

CEO Comments (If so desired):