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|  | Employee Evaluation & Wage Review |  |  |
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|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | | | |  |  | | | | | | Employee | | | | | | |  |  | | | | |  | Date | | | | | |  | | |  |  | | | | | | |  |  | | | | | | | | Title | | |  | Time in Present Position | | | | | | |  | Date of Last Review | | | | | | | |  |  |  | | |  |  | | |  |  | | | | |  |  | | | | Attendance |  | Tardies | | |  | Unexcused | | |  | Excused | | | | |  | Vacation | | | |  |  | | | |  |  | | | |  | | | | |  | | | | | Total Score:(Maximum 69) | |  | | --- | |  | | | | |  | EXCEEDS **47-69** | | | | MEETS **24-46** | | | | | NEEDS IMPROVEMENT0-23 | | | | | GENERAL | | | | | | | | | | | | | | Exceeds | | | Meets | N.I. | | **1. Accountability** - Accepts responsibility for actions, answerable to consequences  **2. Punctuality & Attendance** - Is rarely absent, arrives punctually, works required hours  **3. Cooperation** -- Has ability to get along with coworkers and management  **4. Attitude/Respectfulness** - Shows initiative, optimism, and politeness  **5. Accepts Criticism** - Has ability to learn from suggestions and change behavior  **6. Flexibility** - Has capacity to respond to changing situations and expectations  **7. Policy & Procedures** - Follows organization's policies and procedures  **8. Completion of Assignments** - Successfully completes tasks and meets all deadlines  **9. Customer Interaction** – Ensures high quality customer care and provides genuine interactions  **10. Quality of Work** - Is thorough, accurate, and neat in work  **11. Willingness to Develop Skills** – Desires to take on new challenges and develop themselves  **12. Communication Skills** - Conveys information effectively and efficiently  **13. Organizational Skills** - Has capacity to stay on track and use time effectively  **14. Confidentiality** – Does not provide business strategies with those outside of them company  **15. Appearance/Dress Code** - Demonstrates a professional and well-kept appearance  **16. Appearance of Work Area** - Keeps work area neat and orderly  **17. Conflict Resolution** - Seeks constructive approaches to resolving workplace issues  **18. Safety** - Contributes to a safe and secure environment by following established procedures | | | | | | | | | | | | | | 3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3 | | | 2  2  2  2  2  2  2  2  2  2  2  2  2  2  2  2  2  2 | 1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1 | | **19. Job Knowledge** – Demonstrates knowledge of policies and procedures  **20. OSHA Compliance** - Understands regulations and performs tasks appropriately  **21. Expense Management** - Operates and uses supplies to maximize cost efficiency | | | | | | | | | | | | | | 3  3  3 | | | 2  2  2 | 1  1  1 | | |  |

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|  | Employee Evaluation & Wage Review |  |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **22. Inventory** - Has ability to keep a well-recorded stock of items used and needed  **23. Availability** – Is available to work as needed | 3  3 | 2  2 | 1  1 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Manager Comments | | | | | | |  | | | | | | | Development Goals | | | | | | |  | | | | | | | Employee's Comments | | | | | | |  | | | | | | | SALARY REVIEW | | | | | | |  | |  |  | | | | Current Wage per Hour |  |  | New Wage Per Hour | |  | |  |  |  |  | |  | |  | | | |  |  | | Manager Signature | | | |  | Date | |  | | | |  |  | | Employee Signature | | | |  | Date | | |  |