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# Image result for spectrum works logoEmployee Evaluation Form

## Employee Information

| Name: |  | Evaluation Date: |  |
| --- | --- | --- | --- |
| Training Period: |  | Department: |  |
| **Program Director:** |  | **Supervisor:** |  |

## Ratings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 1 = Below Expectations | 2 = Almost Meets Expectations | 3 = Meets Expectations | 4 = Above Expectations | N/A |  |
| Ability to Learn | |  | | | | | |  |
| Operates with an outlook to improve long-term performance | |  |  |  |  |  | |  |
| Understands and respects work time vs break time | |  |  |  |  |  | |  |
| Follows policies and procedures | |  |  |  |  |  | |  |
| Communication | |  | | | | | |  |
| Communicates clearly and succinctly | |  |  |  |  |  | |  |
| Ask for assistance when appropriate | |  |  |  |  |  | |  |
| Skills & Outputs | |  | | | | | |  |
| Delivers accurate and complete work product | |  |  |  |  |  | |  |
| Uses tools responsibly and effectively | |  |  |  |  |  | |  |
| Integrity | |  | | | | | |  |
| Consciously considers the impact his/her actions may have on others | |  |  |  |  |  | |  |
| Takes full accountability for his/her actions and results | |  |  |  |  |  | |  |
| Teamwork & Collaboration | |  |  |  |  |  | |  |
| Works well with others | |  |  |  |  |  | |  |
| Ready and willing to take on a task | |  |  |  |  |  | |  |
| Presence & Reliability | |  | | | | | |  |
| Punctuality and Attendance | |  |  |  |  |  | |  |
| Overall Rating (Average rating number) |  | | | | | | |

## Evaluation

## Verification of Review

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |