

## EMPLOYEE PERFORMANCE EVALUATION

### *For Exempt and Nonexempt Staff*

Employee Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Period of Evaluation: From \_\_\_\_\_ To \_\_\_\_\_  
 Time In Current Position: \_\_\_\_\_  
 Review Given By: \_\_\_\_\_

\*Note to supervisor. Please indicate the rating that corresponds to the employee's performance in each area. Please fill in each of the lined area below with specific examples during this period of evaluation for this employee. Feel free to add additional sections when completing review. Please place your answers in regular text (un-bolded), leaving the headlines bold. Please make sure all extra lines are deleted after filling in your answers. Please make sure the employee initials each page and signs at the end of your review. Please provide HR with a copy of the finished review.

### Rating Scale

1	2	3	4	5
Employee has not met expectations outlined in the job description, even with guidance from manager. Serious improvement required in order to maintain employment.	Employee produces less than the minimum role requirements; much improvement needed. Required skills are not fully developed.	Employee consistently meets the expectations of the role outlined in the job description. Contributes to a positive work environment. Work requires minimal corrections or revisions.	Employee performs all aspects of the role independently and without additional guidance. Adapts effectively to changes in environment or job requirements. Exceeding the expectations of the roles requirements. Contributes to increased productivity and promotes a positive work environment.	Employee goes above and beyond the level of excellence expected of the role with documented results of improvements to the company bottom line, metrics of time savings, or new ideas being implemented.

### 1. Quality of work (based on accuracy, thoroughness, neatness, & productivity)

Rating: 1    2    3    4    5

**Please provide a summary of your rating including specific examples:**

### 2. Knowledge/Skills (based on understanding instructions, written communication, verbal communication, possession of the required skills of the job description, and knowledge of business and technical aspects of the job)

Rating: 1   2   3   4   5

**Please provide a summary of your rating including specific examples:**

- 3. Interpersonal skills (based on working well with others, relationships with customers/clients, relationship with supervisor(s), and flexibility and respect for others and their ideas)**

Rating: 1   2   3   4   5

**Please provide a summary of your rating including specific examples:**

- 4. Attendance (based on punctuality, adherence to meal/break schedules, absenteeism, communication when late for work or absent, and overall attendance record)**

Rating: 1   2   3   4   5

**Please provide a summary of your rating including specific examples:**

- 5. Innovation/Initiative (based on enthusiasm for the FUSION vision, creative problem solving, contributing new ideas for driving success, seeking out new tasks, and self-development and growth)**

Rating: 1   2   3   4   5

**Please provide a summary of your rating including specific examples:**

- 6. Teamwork (based on cooperativeness with coworkers and supervisors, ability to accept constructive criticism/feedback, acting in the best interests of FUSION, and effective communication with FUSION team members)**

Rating: 1    2    3    4    5

**Please provide a summary of your rating including specific examples:**

- 7. Management/Leadership (based on goal setting, providing effective feedback, training and development of employees, responsiveness and accessibility, and delegating)**

Rating: 1    2    3    4    5

**Please provide a summary of your rating including specific examples:**

- 8. Adherence to company policies and procedures**

Rating: 1    2    3    4    5

**Please provide a summary of your rating including specific examples:**

**Did the employee meet the goals set for the previous review period?**

## SETTING NEW GOALS AND OBJECTIVES

Please set 2-3 goals to help the employee to continue to improve their strengths, skills, and tasks. For each goal, please include an objective, measurement criteria, a time frame for completion and the outcomes that are required. The progress of these goals will be evaluated in the next performance review. Please attach additional sheets if necessary to keep all information.

Please include at least one goal for each of the following categories:

Performance goals: job-oriented goals based on the employee's specific responsibilities. May cover regular responsibilities as well as special projects. These goals should pertain to the results the employee is trying to achieve in their position.

Development goals: learning-oriented goals pertaining to the future growth of the employee. These goals should focus on the employee's individual development separately from their current position. They may cover knowledge, skills, and abilities for the employee to improve upon.

### 1. Performance / Development (circle one)

**Goal/Objective/Project/Major Job Duty/Special Assignment:**

Description:

Result Required:

### 2. Performance / Development (circle one)

**Goal/Objective/Project/Major Job Duty/Special Assignment:**

Description:

Result Required:

**3. Performance / Development (circle one)****Goal/Objective/Project/Major Job Duty/Special Assignment:**

Description:

Result Required:

**Additional comments by Supervisor****Comments by Employee****Acknowledgements**\_\_\_\_\_  
Signature of the Employee\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of the Manager\_\_\_\_\_  
DateCopy Placed in Employee File \_\_\_\_\_  
Date