

## 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: \_\_\_\_\_

### Rating Scale for Performance Standards

Please use this scale to rate the employee's performance in each of the areas below. Use the requirements in the employee's job description to address each category specifically.

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 role's 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, organization, & 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), ability to accept constructive criticism, 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. Innovation/Initiative (based on challenging the status quo, turning challenges into opportunities, and bringing changes and new ideas that improve services, methods, or approaches)**

Rating: 1    2    3    4    5

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

**5. If applicable: 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:**

1	2	3	4	5
Employee has not met company's expectations, even with guidance from manager. Serious improvement required in order to continue employment.	Employee performs at a level below the minimum role requirements. Adheres to some but not all of the key expectations.	Employee consistently meets the expectations outlined by the company. Performance requires minimal corrections or revisions.	Employee adheres to company guidelines independently and without additional guidance. Adapts effectively to changes in environment. Requires little to no supervision in these areas.	Employee goes above and beyond company guidelines whenever possible. Demonstrates exceptional knowledge of company's expectations. Requires no supervision in these areas.

**Rating Scale for Adherence to Company Guidelines**

Use the following rating scale to rate the employee's performance pertaining to the categories below. These expectations generally exist independent of the employee's specific job responsibilities.

**6. Attendance (based on punctuality, adherence to meal/break schedules if applicable, 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:**

**7. Adherence to company policies and procedures (based on employee handbook and other applicable company policy documents including Travel & Expense Policy, Company Vehicle Policy, Key Access Policy, Physical and Data Security Policies, etc.)**

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 specific duties and responsibilities of the employee's current role. May cover regular duties and 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 in a way that will benefit them in their current position as well as their career as a whole. They may cover knowledge, skills, and abilities for the employee to improve upon.

**1. Performance / Development Goal (circle one):**

Description:

Result Required:

**2. Performance / Development Goal (circle one):**

Description:

Result Required:

**3. Performance / Development Goal (circle one):**

Description:

Result Required:

**Comments by Employee**  
**Additional comments by Supervisor**


**Acknowledgements**\_\_\_\_\_  
Signature of the Employee\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of the Manager\_\_\_\_\_  
DateCopy Placed in Employee File \_\_\_\_\_  
Date