

Personnel Evaluation

Employee Name:

Date:

Job Title:

Employment Date:

Time in Present Position:

Type of Review (Please Check): ___ 6 month ___ Annual

The purpose of this form is to provide an outline for the supervisor toward 1) Assessing/Acknowledging job performance and 2) Discovering/Developing areas for performance improvement.

Based on the actual duties performed and responsibilities developed from the job description indicate on the scale below the evaluation according to the rating descriptions. Review should be based on what is considered standard performance for the position rather than in comparison with other employees.

1. **Unsatisfactory** - Position requirements are not being met. Critical to make notable improvement immediately.
2. **Below Expectations** - Position requirements being met at barely acceptable level and significant improvement is required.
3. **Meets Expectations** - Position requirements being met. Room for improvement, however.
4. **Exceeds Expectations** - Position requirements are being met to a highly acceptable degree. Clearly above average.
5. **Outstanding** - Position requirements are completely fulfilled. Performance is consistently superior - competence outstanding.

PART I: (Please circle, based up rating scale above.)

A. Job Knowledge 1 2 3 4 5

Employee maintains knowledge of job duties and responsibilities.

B. Technical Performance 1 2 3 4 5

Job is performed with skill, accuracy, efficiency, completeness.

C. Decision Making 1 2 3 4 5

Willingness to make decisions and the degree to which decisions are sound.

D. Problem Solving 1 2 3 4 5

Ability to size up a problem, get and evaluate facts, reach sound conclusions and present problem effectively. Seeks ways to improve procedures.

E. Organizing 1 2 3 4 5

Demonstrates ability to anticipate, schedule, and prepare future work. Effective use of materials equipment, resources, and volunteers.

F. Time Management 1 2 3 4 5

Time is used wisely and efficiently, required work is done on time, employee is punctual for work/meetings.

G. Prioritization 1 2 3 4 5

Organizes tasks and completes jobs in order of their importance.

H. Dependability 1 2 3 4 5

Responsibilities are accepted, followed through, and accomplished in a consistent manner.

I. Adaptability 1 2 3 4 5

Quickness to grasp, interpret, and adjust to instructions, new situations, methods and procedures.

J. Job Attitude 1 2 3 4 5

Interest in work is evident. Cooperative and responsive when given direction or a new situation.

K. Initiative 1 2 3 4 5

Anticipates and completes tasks with minimum supervision.

L. Public Relations 1 2 3 4 5

Establishes and maintains positive relationships with fellow employees, volunteers, members and the public. Is cooperative, respectful, courteous, and leaves a favorable impression.

M. Communication 1 2 3 4 5

Ability to express thoughts clearly in spoken and written form.

N. Visibility 1 2 3 4 5

Employee is visible within the community and projects a positive image.

O. Community Awareness 1 2 3 4 5

Knowledgeable about what is happening within the community, currently and in the future, is evident.

PART II:

A. What are the particular strengths of this employee?

B. Identify area(s) of improvement needed. Particularly address items ranked below a 3 on the rating scale.

C. Specify recommendations or actions that could assist in further professional development (training, skills to develop, action, etc.).

D. Other comments.

Supervisor: _____ **Date:** _____