



## Performance Evaluation

Employee Legal Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Time in present position: \_\_\_\_\_

*Please mark the box which most accurately describes the employee's performance. Cite examples and make comments to substantiate the rating.*

### **Job Knowledge**

*Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.*

- Severe lack of knowledge and very little understanding of tasks, procedures, etc.
- Limited knowledge. Requires considerable supervision.
- Satisfactory knowledge. Needs only the normal amount of assistance.
- Very good knowledge of own and related tasks. Occasional assistance needed.
- Authoritative knowledge. Rarely needs assistance. Extremely capable.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Quality of Work**

*Consider: freedom from errors and mistakes, accuracy, neatness; general quality of work.*

- Work is of poor quality. Continuous errors, requires excessive checking.
- Work is marginally acceptable. Is careless and often makes mistakes.
- Work is acceptable. Makes no more mistakes than should be expected.
- Quality exceeds normal requirements. Few errors and mistakes.
- Consistently has highest quality of work. Very rarely makes mistakes. Nears perfection.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Quantity of Work**

*Consider: actual work accomplished in relation to what is expected; speed of performance.*

- Extremely slow and extremely low output.
- Below average speed. Low and barely acceptable output.
- Average speed and output.
- Completes more than most. Above average speed and output.
- Is extremely fast and very productive.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Initiative**

*Consider: degree to which employee is a self-starter, takes action on own responsibility.*

- Regularly fails to complete assigned duties. Doesn't complete assignments even with follow-up.
- Needs to be provided with specific assignments. Requires ongoing follow-up to ensure completion of assignments.
- Rarely needs to be told what to do.
- Works independently without specific direction. Recognizes needs of the job and actively works to fulfill those needs.
- Volunteers or takes leadership role in accepting assignments beyond the scope of regular duties.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Relations and Cooperation**

*Consider: helpfulness and courtesy to the public and/or coworkers.*

- Regularly tactless, rude, and antagonistic. Rarely cooperative.
- Frequently discourteous. Often unwilling to cooperate.
- Generally agreeable, courteous, and helpful. Will cooperate with others.
- Usually very polite and willing to help. Presents self and ideas in a positive manner.
- Extremely courteous and helpful. Stimulates positive attitudes. Extremely cooperative.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Judgement**

*Consider: degree to which employee shows good sense and thinks before acting/making decisions.*

- Shows very little common sense. Decisions are usually poor and unreliable.
- Often illogical and makes poor decisions.
- Generally makes fairly logical and reliable decisions.
- Analyzes situations well. Makes sensible decisions.
- Almost always thinks logically. Makes exceptionally sound decisions.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dependability**

*Consider: whether being observed or not affects job completion.*

- Requires constant supervision to complete tasks. Usually leaves jobs unfinished. Uses time inefficiently.
- Requires frequent supervision on assigned tasks. Often uses time inefficiently.
- Needs normal amount of supervision on assigned tasks. Completes work in a reasonable time.
- Occasional supervision required. Uses time efficiently.
- Rarely requires direct supervision. Completes tasks rapidly. Uses time very efficiently.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization and Work Habits**

*Consider: degree to which employee's work exhibits neatness, proper care, and efficient use of supplies/equipment.*

- Work is usually sloppy. Careless with supplies/equipment. Does not maintain a well-kept work environment.
- Work is often messy. Is often careless with supplies and equipment.
- Work is acceptably neat. Is careful about supply/equipment use. Maintains a well-kept work environment.
- Work is usually neat. Is usually careful about and efficient with use of supplies and equipment.
- Work is extremely neat. Consistently uses supplies and equipment carefully and efficiently. Maintains a clean work environment.
- Not relevant.

Comments and examples: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for report: \_\_\_\_\_

Overall Performance Evaluation:

- Unsatisfactory
- Below Average
- Average
- Effective and Competent
- Excellent
- Outstanding

I certify that I have had an opportunity to review this evaluation. My signature does not necessarily mean that I agree with the specifics of the evaluation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_