



Employee Performance Evaluation

Name: _____ Date: _____

Job Title: _____

PURPOSE: The purpose of performance evaluations is to help each of us do a better job. The evaluation is a management tool for achieving better supervision and more effective utilization of all employees by:

- 1) Providing an objective means of appraising abilities and performance levels.
- 2) Identifying strong and weak points and them correcting deficiencies.

RATINGS: A score on a scale from 1 to 10 will be given for each area evaluated. The total score then will be averaged to determine the overall performance valuation of the employee. A 5 score in any one area is considered to be average with a 1 being the lowest and 10 being the highest rating.

- | | | | |
|----|------------------------|---|-------|
| A. | ABILITIES - | are the skills required to do the job, such as typing, adding machines, mathematics, book-keeping, handling cash, etc. | _____ |
| B. | ACCURACY - | is the correct and precise performance of work. | _____ |
| C. | ALERTNESS - | is being able to follow instructions and adapt to changes; understand changes and new situations. | _____ |
| D. | REALIABILITY - | is the ability to be trustworthy and work well with a minimum of supervision. | _____ |
| E. | QUANTITY OF WORK - | is the level of satisfactory output generated per unit of time. | _____ |
| F. | CREATIVITY - | is talent for having new ideas, for finding innovative ways to lower costs and increase profits. | _____ |
| G. | COMMUNICATION SKILLS - | is being able to relate ideas, both orally and written, so that others are able to understand. | _____ |
| H. | STABILITY - | is having an even temperament, being able to stand up under pressure and to remain calm in crisis situations. | _____ |
| I. | JOB KNOWLEDGE - | is the blending of job-related education, skills and experience. | _____ |
| J. | POSITIVENESS - | is displaying enthusiasm toward one's job and the Chamber of Commerce; showing happiness with one's position; setting a good example for co-workers displaying positive tone of voice (for example: phone manners, etc.). | _____ |
| K. | COURTESY - | is the polite attention and respect an individual gives to others. | _____ |
| L. | ATTENDANCE - | is the faithfulness in coming to work daily and conforming to work hours and lunch schedules; willingness to accept overtime when requested. | _____ |
| M. | PERSEVERANCE - | is the desire to attain goals, to achieve, complete what started; work through difficulties. | _____ |

1-10
RATING

- N. PERSONAL APPEARANCE - refers to grooming, appropriateness of attire, personal hygiene. _____
- O. ORDERLINESS - is the organization and cleanliness in which an individual keeps his/her work area and other areas of the Chamber of Commerce. _____
- P. INITIATIVE - is the willingness to learn other facets of the Chamber of Commerce business, to voluntarily assist in areas other than routing job description. _____
- Q. COOPERATON - is the willingness to help others accomplish their objectives. _____

SUPERVISORY PERSONNEL ONLY:

- R. LEADERSHIP ABILITY - is being able to direct Chamber effectively. _____
- S. PLANNING ABILITY - is being able to set goals and anticipate problems. _____
- T. TEAM EFFORT - is working with other entities for the betterment of the Chamber and community. _____

OVERALL EVALUATION: TOTAL SCORE: _____

Unsatisfactory	Substandard But making Progress	Average	Definitely above average	Outstanding
(1-34)	(41-80)	(81-120)	(121-160)	(161-200)

SUPERVISORS:
(1-40) (41-80) (81-120) (121-160) (161-200)

MAJOR WEAK POINTS ARE:

1. _____
2. _____
3. _____

CAN BE STRENGTHENED BY DOING:

1. _____
2. _____
3. _____

MAJOR STRONG POINTS ARE:

1. _____
2. _____
3. _____

CAN BE USED MORE EFFECTIVELY BY:

1. _____
2. _____
3. _____

Comments:

President Signature

Date

The evaluation has been discussed and a copy given to the employee. It is not to be discussed and compared with other employees.

Employee Signature

Date