



EMPLOYEE PERFORMANCE EVALUATION

LAST NAME	FIRST NAME	POSITION	INCLUSIVE DATES

RATING SYSTEM:	Excellent=5 Very Good=4 Satisfactory=3 Needs Improvement=2 Unsatisfactory=1
SCORING:	Maximum=100 Very Good/Eligible for Salary Increase=71—100 Satisfactory=41—70 Poor/Continuation or Implementation of Probationary Period=Below 40

A. PERSONAL QUALITIES Maximum Possible Score=30		B. WORKING WITH OTHERS Maximum Possible Score=20		C. WORK OUTPUT Maximum Possible Score=50	
Flexibility		Cooperation		Has clear knowledge of job duties & responsibilities	
Appearance		Ability to work as a team member		Performs duties in a competent manner	
Self-confidence					
Courteousness		Ability to accept direction		Makes sound decisions	
Dependability		Ability to accept criticism constructively		Exercises good judgment	
Attitude					
CATEGORY A TOTAL		CATEGORY B TOTAL		Applies good ethics & principles	
Category A Notes:		Category B Notes:		Self-starter, takes initiative, meets deadlines	
				Understands instructions	
				Willingness to assume greater responsibility	
				Efficient use of time	
				Attendance & Punctuality	
Category C Notes:				CATEGORY C TOTAL	

TOTAL SCORE		Supervisor Comments:

Employee's Statement of: <i>(check one box)</i>	Agreement <input type="checkbox"/>	Disagreement <input type="checkbox"/> <i>(Requires explanation below)</i>

Date		Employee Signature	
Date		Supervisor Signature	