

Performance Evaluation

Employee Name: _____

Position: _____ Review Date: _____

Date of Last Review: _____ Length of Time in Position: _____

Explanation of Ratings:

E = Excellent Individual performs all tasks in an exceptional manner.
Requires little supervision.

G = Good Individual performs most tasks well.
Requires occasional supervision.

S = Satisfactory Individual performs most tasks satisfactorily.
Requires normal supervision.

F = Fair Individual performs some tasks satisfactory, but not all.
Requires more than normal supervision.

U = Unsatisfactory Individual fails to perform many tasks satisfactorily.
Requires close and constant supervision.

Rating Factors	U	F	S	G	E	Comments
Job Understanding: Employee possesses a clear knowledge of the responsibilities and the task they must perform.						
Job Performance: The neatness, thoroughness and accuracy of employee's work.						
Job Productivity: The quality of the employee's work in terms of volume and accomplishments.						
Dependability: The reliability of this employee in terms of being on time and completion of tasks, targets or goals?						
Co-operation: The employee's willingness to work well with team members.						
OVERALL RATING						

Comments on how past objectives were met: _____

Specific comments on employee's strengths and accomplishments: _____

Specific comments as to employee's areas for improvement: _____

Specific future goals/objectives agreed upon: _____

Other comments of the employee: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____

Date of Next Review: _____

Length of Time in Position: _____