



Performance Evaluation

Name: _____

Evaluator: _____

Hire Date: _____ Date of Evaluation: _____

Key (O)= Outstanding (AS)= Above Satisfactory (S)= Satisfactory (RI)= Requires Improvement (U) Unsatisfactory (NA)= Not Applicable						
Performance Factors	O	AS	S	RI	U	NA
Quality of Work: The ability to work with accuracy and completeness; makes good use of times and pays attention to important details						
Job Knowledge: The degree of mastery of details of all phases of the job, including use of methods, tools and materials						
Organization of Work: The ability to independently plan, arrange, and complete work with minimal supervision/oversight						
Technical Skills/Knowledge: Degree of knowledge of the technical aspects and skills of the position						
Safety: Attention to, and observance of the safety rules and practices						
Effectiveness: Effectiveness of overall job performance						
Attendance: Observation of work schedule, understanding of leave utilization and compliance with attendance requirements.						
Punctuality: Is a work on time and ready to work.						
Dependability/Reliability: Ability to meet deadlines and achieve consistency						
Responsiveness and Adaptability: Ability to handle changing conditions, and to work under pressure						
Initiative: Desire to seek, attain, and achieve goals; seeks additional responsibility, willingness to do more than minimum						
Communication: Ability to relate to others and gets points of view across verbally and/or in writing						
Human Relations: Ability to work with and get along with other people/coworkers and/or visitors						
Response to Supervision: Manner in which employee accepts and responds to supervision						
Work Habits: Follows policies and procedures and cares for equipment, material and work area						

Recommend areas for improvement:

Evaluator's general comments:

() This performance evaluation has been discussed with the employee

Supervisor Signature

Date

Employee's Comments:

Employee Signature

Date