



## Introductory Employee Evaluation Form

### I. EMPLOYEE INFORMATION

Employee Name	Job Title
Supervisor/Reviewer	Review Period From:   /   /   To:   /   /

### II. CORE VALUES AND OBJECTIVES

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized, and effective; listens and comprehends well</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness, and creativity in problem-solving</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	

### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	
<b>Training &amp; Development:</b> <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input type="checkbox"/> 4 - Exceeds expectations <input type="checkbox"/> 3 - Meets expectations <input type="checkbox"/> 2 - Needs improvement <input type="checkbox"/> 1 - Unacceptable	

### IV. PERFORMANCE GOALS

Set objectives and outline steps to improve in problem areas or further employee development.

### V. OVERALL RATING

<input type="checkbox"/> EXCEEDS EXPECTATIONS <b>30-36</b> <i>Employee consistently performs at a high level that exceeds expectations</i>	<input type="checkbox"/> MEETS EXPECTATIONS <b>23-29</b> <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> NEEDS IMPROVEMENT <b>16-22</b> <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> UNACCEPTABLE <b>0-16</b> <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
--	---	--	--

Comment on the employee's overall performance.

### VI. EMPLOYEE COMMENTS (OPTIONAL)

### VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.

Employee Signature:

Date:

Reviewer Signature:

Date: