

Employee Evaluation - Sample #1

NOTE: This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating what questions are allowed.

Employee	Date	
Department/Title	Date of Last Evaluation	Next Scheduled Evaluation

REASON FOR EVALUATION

- | | | |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> ANNUAL | <input type="checkbox"/> MERIT | <input type="checkbox"/> PERFORMANCE |
| <input type="checkbox"/> END OF PROBATION | <input type="checkbox"/> PROMOTION | <input type="checkbox"/> OTHER _____ |

Circle the first letter of the word that best describes the employee's performance since last evaluation.

FACTORS	SINCE LAST EVALUATION	COMMENTS
AVAILABILITY The degree to which an employee is prompt, follow rules concerning break and meal periods and overall attendance.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
ADHERENCE TO POLICY The degree to which an employee follows safety rules and other regulations.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
BEHAVIOR PATTERN The stability, politeness, and judgment shown on the job.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
CREATIVITY The degree to which an employee suggests ideas, and discovers new and better ways of accomplishing goals.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
DEPENDABILITY The degree to which an employee can be relied upon to complete a job.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
INDEPENDENCE The degree of work accomplished with little or no supervision.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory
INITIATIVE The degree to which an employee searches out new tasks and expands abilities professionally personally.	- E xcellent - A bove average - S atisfactory - D ecreased Performance - U nsatisfactory

INTERPERSONAL RELATIONSHIPS The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, and customers.	-E xcellent -A bove average -S atisfactory -D ecreased Performance -U nsatisfactory
KNOWLEDGE OF JOB Useful technical skills and information used at work.	-E xcellent -A bove average -S atisfactory -D ecreased Performance -U nsatisfactory
PRODUCTIVITY The accuracy of work finished in a specific amount of time.	-E xcellent -A bove average -S atisfactory -D ecreased Performance -U nsatisfactory
QUALITY The accuracy, detail, and acceptability of work accomplished.	-E xcellent -A bove average -S atisfactory -D ecreased Performance -U nsatisfactory

NEW ACCOMPLISHMENTS OR ABILITIES SINCE LAST EVALUATION

AREAS IN NEED OF IMPROVEMENT

RECOMMENDATIONS FOR CAREER DEVELOPMENT – CLASSES, SEMINARS, ETC.

OVERALL PERFORMANCE RATING, IN COMPARISON TO THE JOB REQUIREMENTS OF THE POSITION

EXCELLENT ABOVE AVERAGE AVERAGE UNSATISFACTORY BELOW AVERAGE NOT RATED

COMMENTS

Employee Signature _____ Date _____

Follow Up Evaluation requested by Employee YES NO Follow Up Date _____

Evaluator _____ Evaluator Signature _____