

## Employee Evaluation - Sample #2

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
urisdiction over your business, along with being aware of all state and federal laws regulating at what can be discussed.

Employee		Date of	Evalu	ation			
Title		 Date of	Hire				
Evaluator							
As you comp	ete this performance evaluation, use	the following scale a	as a gu	uideline fo	or rating e	each cate	egory.
5 =	OUTSTANDING. Performance will beyond expectat and exceeding company goals.	ions; positive behav	ior ref	lecting a	keen inte	ernet in ex	kcellence
4 =	ABOVE EXPECTATIONS.  Performance above average; behave level of achievement for self and continuous achievement.		ects in	terest in i	mproving	g and atta	nining higher
3 =	<b>MEETS EXPECTATIONS.</b> Performance at average level; sor and company.	me interest in improv	∕ing, a	nd has po	ositive be	havior at	oout the job
2 =	<b>BELOW EXPECTATIONS.</b> Performance below average; beha	avior reflects little co	ncern	for impro	ving.		
1 =	UNSATISFACTORY. Performance is unacceptable; neg	gative behavior abou	ıt the j	ob and co	ompany.		
Ratino PERFO	J DRMANCE		5	4	3	2	1
Compl Work of Produc	etes tasks on time quality ctivity independently						

Rating COMMUNICATIONS	5	4	3	2	1
Reports to proper supervisors(s) Understands instructions easily Communication skills					
Rating INTERPERSONAL SKILLS	5	4	3	2	1
Working relationship with others					
Rating ATTENDANCE	5	4	3	2	1
Punctuality Absenteeism Overall attendance record					
Rating SAFETY COMPLIANCE	5	4	3	2	1
Attends safety meetings Keeps workplace in safe condition Puts safety over production					
Rating KNOWLEDGE/SKILLS	5	4	3	2	1
Meets job requirements  Applies knowledge/skills to job  Adds to knowledge and skills					
Rating OTHER	5	4	3	2	1

## **EVALUATOR'S COMMENTS**

1.	Has employee met goals set during last evaluation (if applicable)?
2.	In what specific areas, if any, has the employee excelled since last evaluation?
3.	In what specific areas does the employee need improvement?
4.	What goals should the employee plan to meet before the next scheduled evaluation?
5.	Other comments?

## **EMPLOYEE COMMENTS**

1.	What could the company do to better use your skills and strengths?
2.	What areas do you need improvement in, and what steps will you take to improve?
3.	Other comments
SIG	NATURES
	EVALUATOR
	EMPLOYEE
	FINAL REVIEWER – if applicable
	Copy to ☐ Employee ☐ Personnel File
	Date of next scheduled review: