

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE NAME:
 EVALUATION PERIOD:
 EVALUATOR:
 DEPARTMENT:

TITLE:
 DUE DATE:
 NEXT EVALUATION DATE:

<p>Check the level that best describes the employee's performance.</p>	<p><u>PERFORMANCE LEVELS</u> 1 – Grounds For Dismissal 2 – Less Than Acceptable 3 – Satisfactory 4 – More Than Acceptable 5 – Excellent</p>
<p>SECTION I – EVALUATION CRITERIA</p>	
<p>CHECK ONE</p>	
<p>1. PROFESSIONALISM – Presents self well when dealing with co-workers and others. Maintains poise and adjusts to changes or to difficult situations.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>2. DEPENDABILITY – Consistently reports to work in accordance with scheduled work hours and/or can be relied upon to accomplish goals under varying conditions.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>3. ORGANIZATION AND UTILIZATION OF TIME – Plans and organizes work and carries out assignments effectively. Capable of originating or improving methods to get things done. Uses work time efficiently.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>4. QUALITY OF WORK – Completes tasks/assignments in an accurate and thorough manner.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>5. QUANTITY OF WORK – Completes tasks/assignments in a timely and consistent manner. Accomplishes the volume of work expected.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>6. COOPERATION/TEAMWORK – Ability to work well with others. Considers views of others.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>7. RESPONSIBILITY – Accepts responsibility, exercises good judgment, makes sound and effective decisions.</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>
<p>8. COMMUNICATION SKILLS – Communicates effectively with others, both orally and in writing.</p>	<p><input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5</p>

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<p>9. INITIATIVE – Demonstrates job interest, dedication and willingness to extend oneself to complete assigned tasks.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>10. KNOWLEDGE OF JOB – Clearly understands scope of responsibilities. Ability to grasp new ideas and methods.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>11. ADHERENCE TO WORK, SAFETY, & SECURITY RULES AND PROCEDURES – Consistently follows company policies relating to work, safety, security, and compliance.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>12. TRAINING & DEVELOPMENT – Takes advantage of training opportunities (participates in mandatory and other voluntary training); obtains applicable certifications, re-certifications, and/or degrees, etc.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>SECTION II – ADDITIONAL CRITERIA FOR MANAGERS & SUPERVISORS ONLY</p>	
<p>13. MAINTAINS DISCIPLINE – Provides support to direct reports and maintains basis for good morale without compromising company policy or goals. Resolves work-related problems and provides appropriate coaching and/or counseling.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>14. LEADERSHIP – Provides clear direction to direct reports. Instructs, reviews work of others, as necessary, and provides necessary training.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>15. ENFORCEMENT OF BEC POLICY – Understands importance of company policies, work rules, and safety regulations; applies rules consistently.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<p>16. RESOURCE UTILIZATION – Makes maximum use of capital resources and direct reports' skills and training. Administers budget (monitors & forecasts expenses; sets goals). Effectively delegates responsibility, authority and accountability, as appropriate. Demonstrates understanding of the performance evaluation process, provides timely feedback, and fairly evaluates direct reports.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

SECTION III – DEVELOPMENT PLAN

1. Provide specific examples of areas where employee requires performance improvement or further development is desirable.

2. Provide specific examples of employee's strengths in job performance.

3. Suggested or required training requirements for increased proficiency.

SIGNATURES

Employee's Signature
(Employee's signature only indicates a performance discussion took place on date noted.)

Date

Supervisor's Signature

Date

General Manager's Signature

Date

I have reviewed the job description and essential functions for this position with the employee.

Yes

Are revisions required in the employee's job description?
(If yes, revisions must be attached for review or incorporation into the employee's job description)

Yes

Use Form ER501 for changes to wage/salary.