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## Sample Performance Evaluation Form

Employee:		
Job Title:		
Department:		
Supervisor:		
Period of Evaluation:	From:	To:

### Part I – Instructions

This evaluation form lists the criteria and competencies against which you must rank the employee. [Company name] considers these performance factors to be critical to the success of personal, departmental, and company goals. The criteria listed in this evaluation should accurately reflect the employee's overall performance, as it relates to the duties/expectations set forth in his or her job description.

Rate the employee in each section of this form according to the table below. Be sure to add comments, thoughts, and observations important to the evaluation process.

1	UNACCEPTABLE – Consistently fails to meet job duties and expectations; performs at a level demonstrably below corporate requirements; improvement required immediately to maintain employment.
2	MEETS EXPECTATIONS – Performs job duties at a satisfactory level according to job description under normal supervision and direction.
3	EXCEEDS EXPECTATIONS – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.

## Part II – Job Criteria

<b>Abilities, Knowledge, and Skills</b>	
The degree to which the employee exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Quality of Work</b>	
Does the employee complete his or her work with the expected degree of quality? Is the employee attentive to detail? Does the employee actively seek out and correct quality-control issues? Take into account accuracy of work, neatness, and adherence to standards.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Quantity of Work</b>	
Does the employee complete his or her fair share of the assigned work load? Are deadlines met consistently? Also consider how well the employee manages time, and how well he or she manages simultaneous or conflicting priorities.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Attitude</b>	
Does the employee display a positive and cooperative attitude about the job role, assigned work, and the organization? Are working relationships built and maintained by this employee? Is the employee open-minded and accepting of constructive feedback by peers?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Communication Skills</b>	
Does the employee communicate clearly and effectively within the role? Does the employee clearly express themselves both orally and in writing? Does the employee listen well and respond appropriately? Are written and verbal reports clear and accurate?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

### Part III – Behavioural Characteristics

<b>Cooperation</b>	
Does the employee work well with peers and supervisors? Does the employee willingly contribute to the success of the team or department? Does the employee exhibit consideration for others; a willingness to help; maintain a rapport with co-workers?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Reliability</b>	
Does the employee follow through on commitments and job duties consistently? Does the employee accept accountability for his or her work? Does the employee properly follow instructions, directives, and procedures?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Initiative</b>	
Does the employee actively seek out and assume additional responsibilities without being asked to do so? Does the employee demonstrate an ability to encourage and/or inspire others? Does the employee recognize and act upon new opportunities?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Attendance and Punctuality</b>	
Consider how often the employee is late on assigned working days, leaves early on assigned working days, and is sick or absent, all within the context of organizational policies.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Judgement and Analysis</b>	
How well does the employee effectively analyze and solve problems? Does the employee clearly use sound judgment to do so? Is the employee decisive? Does the employee act on decisions in a timely manner? Does the employee successfully overcome obstacles?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Adaptability</b>	
How well does the employee adjust to new directives, procedures, duties, supervisors, or working environments? Does the employee accept new ideas with relative ease? Does the employee suggest new methods and approaches to work?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

**Part IV – Supervisory Criteria (if applicable)**

<b>Leadership</b>	
Does the employee consistently demonstrate an ability to lead others? Does the employee motivate others to perform better? Does the employee have the respect of his or her work group? Also consider the ability to direct others toward a common goal.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Organizational and Planning Abilities</b>	
How well does the employee plan and organize work duties? Does the employee coordinate well with other workers and departments? Does the employee establish priorities appropriately and anticipate future needs?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Task Delegation</b>	
How well does the employee oversee the work and direction of subordinates? Are duties assigned appropriately? Does the employee select the right kind of staff as appropriate to the task at hand?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Administrative Skill</b>	
To what extent does the employee manage day-to-day administrative duties? Does the employee ensure that organizational policies are adhered to? Does the employee make the appropriate utilization of company budget, equipment, and resources?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Staff Management</b>	
Is the employee a positive role model for peers and/or subordinates? Does the employee provide constructive guidance and feedback to others? Does the employee assist other workers in accomplishing their own goals, duties, objectives?	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

## Part V – Objective Completion

<b>Objectives for Review Period</b>	
List and discuss the objectives set forth for this employee during the period under review. Identify those areas of responsibility where the employee did/did not meet performance objectives and/or project milestones. Evaluate the progress made by the employee on predetermined objectives, projects, job duties, and special assignments by selecting the appropriate box below each goal listed.	
<b>Objective #1</b>	
<b>Satisfactory Progress:</b>	<b>Unsatisfactory Progress:</b>
<b>Objective #2</b>	
<b>Satisfactory Progress:</b>	<b>Unsatisfactory Progress:</b>
<b>Objective #3</b>	
<b>Satisfactory Progress:</b>	<b>Unsatisfactory Progress:</b>



**Objective for Next Review Period**

List any goals, projects, job duties, and special assignments to be continued and/or completed in the coming year. Set these goals with the understanding that corporate priorities are subject to change as business situations change. Update this section as necessary throughout the next review period.

**Objective #1**

**Objective #2**

**Objective #3**

## Part VI – Overall Performance

<b>Overall Assessment</b>	
Use this space to specify the employee's overall job performance. The overall rating should reflect and take into account job criteria, behavioural, supervisory, and goal completion rankings.	
<b>Unacceptable</b>	1
<b>Meets Expectations</b>	2
<b>Exceeds Expectations</b>	3
<b>Comments:</b>	

<b>Development/Training Objectives</b>
Complete this section once you and the employee have discussed and agreed upon opportunities for improvement of the employee's performance/skills. Include training (either formal or informal) and/or developmental objectives, corresponding activities, and time frames for completion.
<b>Developmental/Training Objective #1</b>
<b>Developmental/Training Objective #2</b>
<b>Developmental/Training Objective #3</b>

Supervisor Signature:	Date:
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## Part VII – Employee Sign Off

I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:

Employee Signature:	Date:
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