

Job Performance Evaluation

Employee: _____

Job Duties: See attached position description

Job Title: _____

Location: _____

Evaluation Period: _____

Current Date: _____

Job Performance Evaluation

Criteria	Outstanding	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Job Knowledge					
Work Quality					
Work Quantity					
Judgment					
Initiative					
Teamwork					
Dependability					

Professional Growth

Met or exceeded goals of previous year: _____

Goals for next year: _____

Training & development needs: _____

Additional Comments

Supervisor's Comments: _____

Employee Comments (Optional): _____

Supervisor's Signature

Employee's Signature

This signature indicates that the employee has seen and discussed the evaluation report. This does not necessarily indicate complete agreement with all factors of the evaluation.

Performance Criteria

	Outstanding	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Job Knowledge	Demonstrates outstanding working knowledge of all critical phases of the position. <input type="checkbox"/>	Demonstrates above average working knowledge of all critical phases of the position. <input type="checkbox"/>	Demonstrates satisfactory knowledge of all phases of the position. <input type="checkbox"/>	Requires assistance for phases of the job, which should be understood and independently incorporated into the position.	Demonstrates lack of knowledge required of the position. <input type="checkbox"/>
Work Quality	Tasks performed competently with little or no assistance required. End product requires minimal modifications. <input type="checkbox"/>	Performs tasks satisfactorily and requires limited assistance. End product may require modification. <input type="checkbox"/>	Performs task satisfactorily with acceptable amount of assistance. <input type="checkbox"/>	Required more assistance than necessary to perform tasks adequately. End product often requires further modification. <input type="checkbox"/>	Does not complete assignments satisfactorily. <input type="checkbox"/>
Work Quantity	Output is always above the standards for the position. <input type="checkbox"/>	Output is frequently above the standards for the position. <input type="checkbox"/>	Output meets the standards for the position. <input type="checkbox"/>	Output is frequently below the standards for the position. <input type="checkbox"/>	Output is consistently below the standards for the position. <input type="checkbox"/>
Judgment	Makes consistently superior decisions and/or recommendations within the scope of the position and complexity of the problem. <input type="checkbox"/>	Makes well-developed decisions and/or recommendations within the scope of the position responsibility. <input type="checkbox"/>	Makes decisions and/or recommendations within the scope of the position responsibility and seeks advice when needed. <input type="checkbox"/>	Makes inadequate decisions and/or recommendations and/or fails to seek assistance when required. <input type="checkbox"/>	Does not make sound decisions and/or recommendations without extensive monitoring and guidance. <input type="checkbox"/>
Initiative	Looks for different methods of performing requirements of the position or organization. Evaluates alternative and impact of potential changes. Develops methods and procedures for handling new activities. <input type="checkbox"/>	Has looked at some potential alternatives for existing functions. Improvises and recommends ideas for new position activities. <input type="checkbox"/>	Works with existing methods of operation and assists in development of procedures for new activities when directed. <input type="checkbox"/>	Rarely initiates ideas for improved methods. Needs assistance in developing procedures for accomplishing new tasks. <input type="checkbox"/>	Does not look for alternative methods of performing job assignment. Not able to perform new tasks without detailed instruction. <input type="checkbox"/>
Teamwork	Shows exceptional skills in working with all co-workers. Cooperative, courteous, and understanding, even in difficult situations. <input type="checkbox"/>	Maintains an above average working relationship with most co-workers. Cooperative, courteous, and understanding in most work situations. <input type="checkbox"/>	Exhibits satisfactory skills in working with most co-workers. Works with others well enough to get the job done. <input type="checkbox"/>	Demonstrates inadequate skills in working with co-workers. Occasionally uncooperative and/or discourteous. <input type="checkbox"/>	Has difficulty working with most co-workers. Is uncooperative and discourteous. <input type="checkbox"/>
Dependability	Exceptionally dependable in accomplishing job responsibilities. Can be fully relied upon from a business and confidential standpoint. <input type="checkbox"/>	Accomplishes job responsibilities. Recognizes difficulties beyond the scope of the position in sufficient time to initiate or recommend corrective action. <input type="checkbox"/>	Completes job responsibilities within established guidelines. Requires minimum supervision. <input type="checkbox"/>	Cannot be relied upon to complete job responsibilities within established guidelines in absence of supervision. <input type="checkbox"/>	Cannot be relied upon to complete job responsibilities. <input type="checkbox"/>