

Non-Management Personnel Employee Evaluation

Employee Name: _____ Date Evaluated: _____
Employee Title: _____ Last Evaluation Date: _____
Work Location: _____ Date Hired: _____
Department: _____ Date Began Job: _____
Supervisor: _____ Supervisor's Title: _____

Mark Evaluation Type: New Hire Promotion Annual Special

General Considerations for Employee Evaluation

Employee evaluation is a way to effectively and openly review and discuss an employee's job performance. Routine and frequent feedback should be given to employees. This form is a tool to guide and record and share the evaluation with an employee. Careful thought and preparation should be used when completing the form. The evaluation is to be reviewed by the evaluator's superior before discussion with an employee. Employees should have ample time to read and understand this evaluation in preparation for the evaluation discussion. Employees should be fully aware of and understand the primary functions of their job, their supervisor's expectations and the standards set for performance.

Disclaimer: Please check with your state and local regulations before administering this review.

In the first section entitled **General Performance** the evaluating supervisor is to critique the employee on the applicable factors listed and mark a rating in the appropriate box. A rating of 1 would be "FAILING", 2 is "MARGINAL", 3 is "GOOD", 4 is "VERY GOOD", while a rating of 5 would be "OUTSTANDING". A rating of "OUTSTANDING" is to be reserved for stellar performance.

Current Year's Goals and Objectives is where the evaluator is to rate the employee on established objectives which were set for the current evaluation period. Evaluators should list the goals and objectives stated in last year's review, then comment on how well the employee met those goals and objectives.

Upcoming Year's Goals and Objectives are to be discussed between the evaluator and employee at the time of evaluation and noted in the space provided. Objectives should be "SMART", or Specific, Measurable, Attainable, Reasonable and Time-bound.

The Overall Performance Rating is a summary rating made up of overall general performance and performance on established objectives. The evaluator is to mark the appropriate rating.

Job Development Needs includes space for the evaluator to record appropriate areas where the employee can improve. The evaluator is to note specific actions to aid the employee's performance improvement.

Employee Comments are welcome and are encouraged for an open discussion during evaluation. Employees should note their comments using additional paper as required.

Signatures and dates are required as indicated. Employees are to sign the completed evaluation. This signature indicates that the evaluation was discussed with the employee and is not an expression of agreement or disagreement unless so noted. The evaluator's signature is that of the person who completed the evaluation form. The approval signature is that of the superior to the evaluator who reviewed the evaluation prior to the evaluation discussion. The administrator signature is that of the person responsible for filing and maintaining employee evaluations.

General Performance

Primary Factors of Achievement & Potential for Advancement	Rating <i>(Circle 1 to 5)</i>	Include relevant comments associated with factors to the left. <i>(Ratings of "OUTSTANDING" (5) and "FAILING" (1) require comments by evaluator.)</i>
Attendance At Work	1 2 3 4 5 N/A	Evaluator Comment:
Cooperation With Others	1 2 3 4 5 N/A	Evaluator Comment:
Enthusiasm Toward Work	1 2 3 4 5 N/A	Evaluator Comment:
Job Safety	1 2 3 4 5 N/A	Evaluator Comment:
Work Quality	1 2 3 4 5 N/A	Evaluator Comment:
Initiative At Work	1 2 3 4 5 N/A	Evaluator Comment:
Work Versatility	1 2 3 4 5 N/A	Evaluator Comment:
Work Dependability	1 2 3 4 5 N/A	Evaluator Comment:
Work Organization	1 2 3 4 5 N/A	Evaluator Comment:
Work Skills Proficiency	1 2 3 4 5 N/A	Evaluator Comment:

Current Year's Goals and Objectives

Current Year's Goals & Objectives:	Results:

Upcoming Year's Goals and Objectives

Upcoming Year's Goals & Objectives:

Overall Performance

(Mark one rating to represent overall performance and objective achievement.)

Outstanding	Very Good	Good	Marginal	Failing
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Job Development Needs

(Write in the area for improvement and note actions to aid improvement.)

Improvement Area	Improvement Aid

Employee Comments

Signatures

Employee: <small>(Employee's signature affirms the evaluation was discussed and is not an expression of agreement or acceptance.)</small>	Date:
Evaluator:	Date:
Approval:	Date:
Administrator:	Date: