

Performance Evaluation

Evaluation of _____ Reviewed by _____

Date of Evaluation _____

Rating Guide: 5-Outstanding 4-Above Average 3-Meets Expectations 2-Partially Meets Expectations 1-Unsatisfactory

Appearance:	Neat and clean at all times. Adheres to the dress code.	1	2	3	4	5
Attitude:	Leaves personal problems at home. Quick to learn new tasks. Easily grasps new concepts.					
Housekeeping:	Maintains orderly work area without prompting. Cleans up at end of the workday.					
Creativity:	Finds new and better ways to accomplish work and shares them with management.					
Attitude:	Has a "can do" attitude. Willing to "go the extra mile". Willing to work additional time as needed.					
Co-Worker Relations:	Gets along on a professional level with co-workers. Does not instigate trouble.					
Equipment:	Able to properly maintain equipment. Ensures adherence to maintenance schedule.					
Productivity:	Rating Guide: 5-Outstanding 4-Above Average 3-Meets Expectations 2-Partially Meets Expectations 1-Unsatisfactory					
Quality:						
Organization:	Uses time management skills to complete a tasks.					
Attendance:	Rarely absent. Arrives to work at schedules times. Notifies supervisor before shift when unable to work.					
Punctuality:	Adheres to scheduled hours. Rarely late to work or returning from lunch.					
Cooperation:	Assist others without being prompted to do so. Employee is a team player.					
Communications:	Communicates effectively with co-workers. Is always positive, courteous and friendly.					
Dependability:	Completes all assigned tasks with little or no supervision.					

Comments / Recommendations / Goals
Improvements needed in any areas less than "4" above
with specific emphasis on the following:

Outstanding Employee Score: 75
Your Score: _____ Goal for next Evaluation _____

My reviewer has shared this review with me. I understand how my performance has been judged and how my work can be improved.

Employee Signature: _____

I have completely reviewed this evaluation with the employee.

Reviewer Signature _____