EMPLOYEE ANNUAL EVALUATION

EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Guide

1 = Exceeds 2 = Meets 3 = Needs Improvement

Please provide comments in all areas. Ways you exceed in the areas and/or what needs to be improved.

**Job Knowledge** – Degree to which the employee knows and understands his/her job and its functions.

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Selection: | | |  | Supervisor Selection: | | |
| 1 | 2 | 3 | 1 | 2 | 3 |
|  |  |  |  |  |  |

Comments: Comments:

1. 1.

2. 2.

3. 3.

**Quality of Work** – Accuracy, presentability, neatness, etc.

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Quantity of Work** – Amount of work consistently produced within requirements of the position.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Quantity of Work** – Communication: written and verbal.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Work Interest** – Employee’s attitude toward his/her work, specialized knowledge of the job, receptivity to new work assignments, efforts to acquire new or broader job knowledge.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Resourcefulness** – Adaptability, versatility, dependability, self-reliance, initiative, ease of learning.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Judgement** – Ability to evaluate situations, draw conclusions, and make sound decisions.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Interpersonal Skills** – Tact, courtesy, self-control, patience, loyalty, and discretion.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Dependability** – Punctuality, regular attendance at meetings, overall reliability, flexibility, excessive/abuse of leave.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Work Habits** – Ability to plan and organize work, make efficient use of work time, adhere to established rules and procedures, follow through on work assignments.

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| Employee Selection: | | |  | Supervisor Selection: | | |
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Comments: Comments:

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**Use of Resources** – Conservation and economization of expendable resources, care of equipment.

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Comments: Comments:

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**Growth Potential** – Ability to progress to higher level work and assume more responsible duties.

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Comments: Comments:

1. 1.

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3. 3.

**OVERALL COMMENTS:**

**Accomplishments:**

**Professional Development Needs:**

**Professional Certificates Obtained:**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_