

Evaluation Form

Part 1 Performance Objectives and Results

Name: _____

Position: _____

Department: _____

Performance objectives for period from _____ to _____.

FUNCTIONS	OBJECTIVES DURING PERIOD	RESULTS ACHIEVED

Part 2 Factor Appraisals

		PERFORMANCE CODES													
		1 = Outstanding		2 = Above Average			3 = Competent		4 = Below Average			5 = Unsatisfactory		0 = Not Evaluated	
Factor		1	2	3	4	5	Factor		1	2	3	4	5		
Job Knowledge							Initiative								
Quantity of Work							Flexibility								
Quality of Work							Team Work								
Professionalism							Forward Planning								
Verbal Communications							Making Decisions								
Written Communications							Organizing								
Judgment							Developing People								
Analytical Ability							Overall Rating								

Explain in narrative form, significant strengths and areas needing improvement. Use specific examples wherever possible. The narrative must substantiate the overall rating AND correlate with the specific results achieved.

Prepared By: _____ Date: _____

Reviewed By: _____ Date: _____

Employee Signature: _____ Date: _____

Employee Comments:
