
PERFORMANCE EVALUATION

Employee _____ Supervisor _____

Rating _____ Previous Rating _____ Date of Evaluation _____

Evaluation Reviewed By _____ Date of Review _____

1. Unsatisfactory

2. Poor

3. Average

4. Good

5. Excellent

Indicate your opinion of this employee by circling the number that indicates the rating of the employee for each characteristic. Only one rating must be selected for each characteristic. Please keep in mind the employee performance over the course of the entire evaluation period. Ratings must accurately reflect performance.

QUALITY OF WORK

- 1 2 3 4 5 (1) Reports, documents, and paperwork are accurate, neat, and complete.
- 1 2 3 4 5 (2) Is able to evaluate situations and make sound judgments.
- 1 2 3 4 5 (3) Able to perform job with little to no supervision
- 1 2 3 4 5 (4) Knows procedures and is skillful in performance of assigned job duties
- 1 2 3 4 5 (5) Is persistent in carrying out job duties, regardless of what unusual circumstances may occur.

PRODUCTIVITY AND INITIATIVE

- 1 2 3 4 5 (6) Follows CAS SOP's to increase productivity
- 1 2 3 4 5 (7) Is cooperative and helpful beyond assigned duties
- 1 2 3 4 5 (8) Uses time and material efficiently (stays on task)

ATTENDANCE AND PROMPTNESS

- 1 2 3 4 5 (9) Dependable - on the job when scheduled
- 1 2 3 4 5 (10) Does not use work hours for personal business

RESPECTFULNESS

- 1 2 3 4 5 (11) Shows politeness, consideration, and helpfulness to fellow employees & supervisors
- 1 2 3 4 5 (12) Shows politeness, consideration, and helpfulness to vendors/customers
- 1 2 3 4 5 (13) Overall attitude is positive

USE OF SUPPLIES AND EQUIPMENT

1 2 3 4 5 (14) Economizes on supplies, does not waste anything

1 2 3 4 5 (15) Uses equipment carefully and effectively

1 2 3 4 5 (16) Keeps assigned work area neat and clean

COMMUNICATION

1 2 3 4 5 (17) Communicates ideas and results of work effectively. Makes certain that other employees are fully informed

1 2 3 4 5 (18) Makes suggestions for improving the service or reducing wasted time

LOYALTY AND COOPERATION

1 2 3 4 5 (19) Has consistent attitude of willingness to do his/her job

1 2 3 4 5 (20) Willingness to work over and above assigned duties. Assists other with their work as time allows.

RATING

TOTAL SCORE _____ (OUT OF A POSSIBLE 100)

PERFORMANCE EVALUATION

AREAS OF STRENGTH

AREAS OF IMPROVEMENT

DO YOU HAVE A PERFORMANCE DEVELOPMENT PLAN FOR IMPROVEMENT

EMPLOYEE REMARKS

SUPERVISOR COMMENTS

I have read this evaluation and had it reviewed with me. I am free to add written comments to this evaluation and have received a copy.

Supervisor

Date

Employee

Date