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| 2_color_Logo | Performance Cycle: Check One🞏 Annual🞏 3 month Probationary🞏 5 month Probationary or Trial Service |

**Employee Performance Evaluation**

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| Employee Name: | Classification: |
| Department: | Evaluation Period: From: To: | Evaluation Date: |
| **Performance Factors** | **Performance Expectations: Comments and/or examples (Attach extra sheets if needed)** | **Rating** Check One |
| **1. Quality of Work**Competence, accuracy, neatness, thoroughness. |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **2. Quantity of Work**Use of time, volume of work accomplished, ability to meet schedules, productivity levels. |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **3. Job Knowledge**Degree of technical knowledge, understanding of job procedures and methods. |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **4. Working Relationships**Cooperation and ability to work with supervisor, co-workers, students, and clients served. |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **5. Supervisory Skills**Training, directing and evaluating subordinates, delegation, planning and organizing work, problem solving, decision making ability, ability to communicate. |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **6. Optional Factor** |  | 🞏 Outstanding\*🞏 Exceeds Expectations🞏 Meets Expectations🞏 Needs Improvement🞏 Unsatisfactory\* |
| **DEFINITIONS*\* Give specific examples of this employee’s performance.*****OUTSTANDING\* -** The employee has exceed all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.**EXCEEDS EXPECTATIONS** - The employee regularly works beyond a majority of the performance expectations of this factor and has mad significant contributions to the efficiency and economy of this organization through such performance.**MEETS EXPECTATIONS** - The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.**NEEDS IMPROVEMENT** - The employee has failed to meet one or more of the significant performance expectations for this factor.**UNSATISFACTORY\*** - The employee has failed to meet the performance expectations for this factor. |
| **7. Specific Achievements** (Use additional sheets if necessary) |
| **8. Performance Goals for the Next Evaluation Period** |
| **9. Training and Development Suggestions** |
| **10. Attendance** (Supervisor’s Comments) |

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| Rater’s Name (Print or Type) | Rater’s Title | Rater’s Signature\* | Date Rated |
| **Employee’s Comments** |
| This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation. |
| Employee Signature | Date |
| **Reviewer’s Comments** |
| Reviewer’s Name (Print or Type) | Reviewer’s Title | Reviewer’s Signature\* | Date Reviewed |

\*A copy of the signed annual evaluation form will be provided to the employee upon request.