

PERFORMANCE EVALUATION WORKSHEET - PAGE 1 OF 2 - EMPLOYEE \_\_\_\_\_

<b>QUALITY OF WORK</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
Knows job procedures & priorities.						
Is skillful/proficient in performance of assigned job duties						
Is persistent in carrying out job duties, regardless of what unusual circumstances may occur						
Reports, documents & paperwork are accurate, neat & complete						
Reports, documents & paperwork are turned in on schedule						
Communicates concerns or questions in a timely and reasonable fashion						
Able to perform job with little or no supervision						
Can be trusted with confidential information						
Able to evaluate situations & make sound judgments/decisions						
<b>PRODUCTIVITY &amp; INITIATIVE</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
Work rate is efficient and productive without jeopardizing quality						
Contributes sound new ideas which will improve methods or increase profits						
Continually strives to improve job performance						
Uses time & effort efficiently						
Exhibits a spirit of helpfulness and productivity beyond assigned duties						
Adapts to meet ever changing situations and can quickly achieve such results						
Readily isolates & solves problems; is able to analyze a situation & draw logical & valid conclusions						
<b>LOYALTY &amp; COOPERATION</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
Has consistent attitude of willingness to do his/her part						
Willingness to work over & above assigned duties						
Works effectively & efficiently with others						
Shows kindness, consideration & helpfulness to customers & fellow employees						
Carries out supervisor's directions in a courteous manner						
Refrains from gossip or sharing of negative or disparaging information about others						
Demonstrates an overall positive attitude						

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<b>USE OF SUPPLIES &amp; EQUIPMENT</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
Economizes on travel expense, supplies, materials, and/or other expenses						
Uses equipment effectively & economically						
Reports equipment repair needs to supervisor						
Observes company equipment policies as stated in employee handbook						
Keeps work area neat & clean						
Consistently follows all safety procedures						
<b>PERSONAL CHARACTERISTICS</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
Shows interest in work by the spirit with which he/she attacks it						
Is self-reliant – does what is needed without specific direction						
Committed to accomplishing required tasks, regardless of time required						
Demonstrates conciseness, clarity, tact and cordiality in both written & verbal communication						
Can be trusted and depended on – demonstrates a high level of integrity						
On the job when scheduled						
Does not use time for non-business purposes						
Dresses appropriately for the job						
Oral communication – communicates ideas & results of work effectively						
Written communication – communicates ideas & results of work effectively						
Consistently works to provide excellent service and delivery of products to all customers						
Shows a consistent commitment to improving the quality of services & products delivered						
<b>TOP 3 KEY JOB DUTIES (BASED UPON SEASON OR JOB DESCRIPTION)</b>	<b>5 - Far Exceeds</b>	<b>4 - Noticeably Exceeds</b>	<b>3 - Fully Meets</b>	<b>2 - Not Yet Fully Meets</b>	<b>1 - Provisional</b>	<b>Does Not Apply</b>
1)						
2)						
3)						

COMPLETED BY:

DATE

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