

EMPLOYEE PERFORMANCE EVALUATION

DATE: _____

NAME: _____

JOB LOCATION: _____

JOB TITLE: _____ DATE OF LAST EVALUATION: _____

Please complete this form carefully and thoroughly. Remember its purpose is to:

Provide objective criteria for personnel performance evaluations on a standard basis within your organization.

Compel you to examine *all* of the individual traits affecting employee performance.

Help you to support your conclusion and recommendation for job classification and compensation improvements.

Produce fairer evaluations of employees.

PROCEDURE:

Pages 2 and 3 describe Fifteen personal traits identified with job success or failure.

Decide for each, the level at which the employee performed for this rating period.

Write the corresponding value number in the rating column. Add the numbers to obtain a total score.

Transfer this total to the rating scale on page 4. This will indicate, and support, your overall opinion of the employee's performance.

Refer back to pages 2 and 3 to comment on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

Finally, you should describe the employee's reaction to this evaluation, if you discuss it, and make your recommendation for any changes in the employee's job classification or rate of pay.