

Company Logo	(Please put in your Company's Name) (Address)
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## Performance Evaluation Form

Review Information			
Employee Name			
Job Title			
Department			
Manager/Supervisor			
Review Period	From		To

Productivity					
	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Makes realistic goals					
Meets deadlines					
Works smarter, not harder					
Looks for efficiencies					
Completes tasks					
Shows good judgments					

Communication					
	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Processes received information					
Listens to others					
<b>Communicates effectively</b>					
<i>Verbal communications</i>					
<i>Written communications     such as reports, documents</i>					
E-mail etiquette					
Telephone etiquette					

Leadership					
	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Leads by example					
Finds realistic solutions					
Acts decisively; meets problems head-on					
Brings out the best in team members					
Resolves conflicts					
Establishes clear expectations					
Provides necessary resources					
Delegates clearly					

Personal Development					
	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Even-tempered under pressure					
Sets high standards for self					
Sets challenging goals					