

Performance Evaluation Form

Instructions: This form will be filled out by the employee's immediate supervisor and reviewed by the next-level supervisor. When completed and signed, one copy each is given to the employee and supervisor while the original is sent to HR. Supervisors should check the most appropriate rating, make an explanatory comment to support your rating, and cite specific examples of performance leading to Unsatisfactory, Needs Improvement, Meets expectations or Exceeds Expectations ratings. For unsatisfactory performance, list specific goals for improvement and the date you expect them to be achieved.

PERFORMANCE FACTOR	UNSATISFACTORY	NEEDS IMPROVEMENTS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	COMMENT
Job Competencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Responsibility / Initiatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adaptability / Resourcefulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Conduct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

OVERALL EVALUATION

<input type="radio"/>	UNSATISFACTORY
<input type="radio"/>	NEEDS IMPROVEMENTS
<input type="radio"/>	MEETS EXPECTATIONS
<input type="radio"/>	EXCEEDS EXPECTATIONS

<p>Unplanned absences in review period: (Y/N). _____ days. _____ % of scheduled hours and/ or shifts</p> <p>Tardiness in review period: (Y/N). _____ occurrences</p>
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Sam & Co Talent Sourcer

111 Timson Street, Manchester
samco@mail.com
800-332-7979

Supervisor's Signature _____

Next Level Supervisor's Signature _____

Employee's Signature _____

Form Performance

SB Merriam



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