

EMPLOYEE PERFORMANCE EVALUATION

Employee Name:	
Department:	
Date completing this review: Review Period:	
Position:	
Supervisor completing review:	

Rate your employee's performance during this past review period based on scoring rubric on the back of this page.

1. PRODUCTIVITY 0 2 4 6 8 10

(Describe the employee's ability to work effectively with fellow employees to meet objectives and deadlines)

Comments:

Goals:

2. QUALITY OF WORK 0 2 4 6 8 10

(Describe the extent to which the work produced meets standards of accuracy, thoroughness and effectiveness)

Comments:

Goals:

3. Attendance -20 -10 0 10

(Report tardies and absences to avoid point reduction; -10 points per no call/no show)

Comments:

Goals:

4. DRESS FOR SUCCESS 0 2 4 6 8 10

(Dress according to school guidelines and Dress for Success days)

Comments:

Goals:

5. TEAMWORK 0 2 4 6 8 10

(Describe the level and quality of communication between team members and departments)

Comments:

Goals:

Total Points: _____

50

**2017-2018 PERFORMANCE EVALUATION CYCLE
EMPLOYEE SCORING RUBRIC**

Scoring Rubric

10	Consistently Exceeds Expectations	Consistently obtains results that far exceed expectation and requirements.
8	Meets and Sometimes Exceeds Expectations	Frequently achieves or contributes more than is required.
6	Consistently Meets Expectations	Meets expectations and standards set for the job.
4	Needs Improvement	Meets expectations in most areas of the position. However, needs improvement in an area or areas that are a priority for this position.
2	Rarely Meets expectations	Frequently fails to meet minimum expectations.
0	Does Not Meet Expectations	Fails to meet minimum requirements.

Comments, If any:

Your signature below indicates that your manager has reviewed the contents of this form with you.

Employee Signature:	Date:
Dept. VP:	
Human Resources:	

