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|  |  |  |  |  |
| Name |  | Title |  | Department |

***Instructions to Evaluator:*** Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated at least three times -- at the end of the minimum probationary period, one other time before the end of the probationary period, and at the end of the probationary period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column.

Use the following scale: **1** *=* Unacceptable; **2** *=* Needs Improvement: **3** *=* Satisfactory

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Minimum** | **Other** | **Final** |
| **QUANTITY OF WORK** - The extent to which the employee accomplishes assigned work of a specified quality within a specified time period |  |  |  |
| **QUALITY OF WORK** - The extent to which the employee's work is well executed, thorough, effective, and accurate |  |  |  |
| **KNOWLEDGE OF JOB** - The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position |  |  |  |
| **RELATIONS WITH SUPERVISOR** - The manner in which the employee responds to supervisory directions and comments and the extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same |  |  |  |
| **COOPERATION WITH OTHERS** - The extent to which the employee gets along with other individuals, including the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers |  |  |  |
| **ATTENDANCE AND RELIABILITY** - The extent to which employee arrives on time and demonstrates consistent attendance and the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent |  |  |  |
| **INITIATIVE AND CREATIVITY** - The extent to which the employee is self-directed, resourceful and creative in meeting job objectives, including how well the employee allows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances |  |  |  |
| **CAPACITY TO DEVELOP** - The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities |  |  |  |

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|  |  |  |  |  |
| Evaluator Signature |  | Evaluator Name |  | Date |

**Completed evaluation must be sent to Human Resources – PH349**