

Employee Performance Evaluation
(Personal and Confidential)



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Lakeland, FL 38802
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Part 1 – Employee Information

Fill in information and check the appropriate box. To be completed by the rater.

Employee Name:		Date:
Position:	Date Began Present Position:	
Date of Hire:	Date of Last Evaluation:	
Reason for Review: <input type="checkbox"/> Annual <input type="checkbox"/> Introductory Period <input type="checkbox"/> Other:		

Part 2 – Instructions and Definitions [To be completed by the evaluator.]

Instructions: Read Definition of Performance Ratings and Performance Factors. Carefully evaluate the employee's work performance over the entire appraisal period. Then in Part 3 evaluate the applicable performance factors. For each factor selected, circle the rating, mark the corresponding scale identifying the performance level, and write the actual points in the box. Provide supporting details. Total the points assigned before moving on to Part 4. In Part 4, divide the total points by the number of factors evaluated to average the points for an overall performance score. Use additional paper when necessary. Indicate N/A if not applicable.

Definition of Performance Ratings		
Rating	Points	Definition*
O Outstanding	12-14	Performance is exceptional in all areas and is recognized as far superior to others.
V Very Good	9-11	Results exceed most position requirements. High quality performance is consistent.
G Good	6-8	Competent and dependable level of performance. Meets most standards of the job.
I Improvement Needed	3-5	Performance is deficient in certain areas.
U Unsatisfactory	Below 2	Results are generally not acceptable and require immediate improvement.
N/A Not applicable	N/A	N/A or too soon to rate.

* Definitions of performance factors below are not all-inclusive, but represent a sampling of requirements for the job

Part 3 – Performance Ratings [To be completed by the evaluator.]

Performance Factors*	Rating	Scale	Points	Supportive Details
Productivity —Extent to which a significant volume of work is performed efficiently in a specified period of time. Is the employee a peak performer with a high energy level? Does he or she meet productivity requirements?	O V G I U	<input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2	□	
Quality/Care —Extent to which work is accurate, thorough, and neat. Does employee exercise care in performing job functions? Does he or she possess the ability to produce reliable work without follow-up or inspection?	O V G I U	<input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2	□	

<p>Dependability—Degree of reliability in performing tasks, following instructions and meeting deadlines. Consider tardiness, absenteeism, and supervision level necessary.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Interpersonal Relations—Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Assess communication skills, friendliness, enthusiasm, and listening skills. Consider relationships with customers, co-workers, and management.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Initiative—Degree to which employee does things without being told. Assess ambition and ability to act quickly. Is the employee a self-starter and solution-seeker who takes action with minimal instruction? Does employee possess a sense of urgency?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Job Knowledge—Extent to which the employee possesses the practical and technical knowledge of duties, functions, work, and safety procedures, Conference policies, and others.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Work Ethic/Commitment—Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence and personal/organizational goals. Does the employee express a genuine interest in the Conference? Enhance vision/mission of Conference?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Judgment/Decision Making—Ability to arrive at sound decisions with positive results. Does the employee use good judgment in work performance? Follow up on details? Keep others informed?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Professional Development—Extent to which the employee is growing with the organization, assuming more responsibility, and making himself or herself attractive for internal opportunities. Spiritual growth/maturity?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Planning/Organizing—Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p>Image—Extent to which the employee projects the proper image through appearance, conduct, and work areas.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
Total Points				

Part 4 –Overall Performance Rating

Complete the following and round to nearest whole number. To be completed by the evaluator.

Total Points: <input type="text"/>	÷	Number of Factors Rated: <input type="text"/>	=	Overall Rating: <input type="text"/>
<input type="checkbox"/> 12 – 14 = Outstanding		<input type="checkbox"/> 9 - 11 = Very Good		<input type="checkbox"/> 6 - 8 = Good
<input type="checkbox"/> 3 – 5 = Improvement Needed		<input type="checkbox"/> Below 2 = Unsatisfactory		
Is this employee recommended for regular employment or continuation in position? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "no," please specify the reason(s) why:				

Part 5 – Comments and Signature To be completed by the employee and evaluator.

Evaluator's Comments/Recommendations for Professional Growth:	For Management Use Only (If Applicable)
	Present Wage \$_____ per _____
	New Wage \$_____ per _____
	Effective Date:
	Management Approval:

Employee's Comments (Continue on back if necessary):
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Employee: I have read and discussed this evaluation with my manager.

Signature	Date:
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Manager: In my best judgment, this is an accurate review of this employee's performance.

Signature	Date:
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