



CONFIDENTIAL

EMPLOYEE

PERFORMANCE EVALUATION FORM

Directions:

This evaluation form will be used to assess the performance against performance objectives to be completed at work and also used as the basis for decisions for those who have not received the best job performance award approval.

All annual performance evaluations must be completed for each employee at least annually.

Circle everything to each performance area. The performance evaluation area includes the four primary factors required of employees. If an employee has a special position, not applicable to the primary factors, it should be designated for approval/development and noted here.

Employee's Name: _____ Date of the Evaluation: _____

Employee's Position: _____ Department: _____

Evaluator's Name: _____

PLEASE USE THE APPROPRIATE:

Circle: _____ 4: Exceeds _____ 3: Meets _____ 2: Needs _____

Level/Description of Completion: _____