

Non-Exempt (Hourly) Employee Performance Evaluation Form

Employee Name:

Position:

Evaluation Period: From: To:

Type of Evaluation: _____

About this Performance Evaluation: This review is an assessment of your performance over the past evaluation cycle. You are being evaluated on ten performance factors. The rating scale for each of the factors is as follows:

- **5 = Excellent:** Significantly & consistently exceeded the standard.
- **4 = Very Good:** Exceeded the standard.
- **3 = Satisfactory:** Met the standard.
- **2 = Improvement Desired:** Did not meet the standard.
- **1 = Improvement Essential:** Significantly below the standard.

If you disagree with any rating, please try to justify your opinion to your supervisor in the face-to-face evaluation meeting or a follow-up session. Otherwise, enjoy the praise and be open to the constructive criticism.

Rating Factors	Rating	Comments
1. Organization of Work		
2. Adherence to Procedures		
3. Minimum Supervision Required		
4. Offers Suggestions to Potential Improvements		
5. Quality of Work		

6. Quantity of Work		
7. Job Knowledge		
8. Adaptability to Change		
9. Interpersonal Skills (Working with Other People)		
10. Attendance & Punctuality		

Overall Rating: _____ (an average of the above ten factors)

Outstanding Abilities/Strong Points:

Opportunities to Develop for Continued Growth:

Specific Incidents of Concern:

Summary of Achievement of Goals:

Supervisor's Signature: _____ Date: _____

Town Administrator's Review & Approval: _____ Date: _____

This review of my performance has been discussed with me.

Employee Signature: _____

Date: _____

Employee Comments: