

## Salaried Employee Performance Evaluation Form

**Employee:**  
**Position:**  
**Department:**  
**Type of Evaluation:**  
**Evaluation Timeframe:**

### **1. Job Knowledge:**

Employee's knowledge of products, policies and procedures; or knowledge of techniques, skills, equipment, procedures, and materials.

Rating	Evaluation	Assigned Value
	Is expert in job; has thorough grasp of all phases of job.	<b>9</b>
	Very well informed; seldom requires assistance and instruction.	<b>8-7</b>
	Satisfactory job knowledge; understands and performs most phases of job well; occasionally requires assistance or instruction.	<b>6-5-4</b>
	Limited knowledge of job; further training required; frequently requires assistance or instruction.	<b>3-2</b>
	Lacks the knowledge to perform the job properly.	<b>1</b>

### **2. Quality of Work:**

Accuracy, quality of work in general. Work is free of errors and mistakes.

Rating	Evaluation	Assigned Value
	Highest quality possible; final work is virtually perfect.	<b>9</b>
	Quality is above average with very few errors and mistakes.	<b>8-7</b>
	Quality is very satisfactory; usually work is free of errors.	<b>6-5-4</b>
	There is room for improvement, frequent errors; work requires checking and re-doing.	<b>3-2</b>
	Excessive errors and mistakes, very poor quality.	<b>1</b>

### **3. Quantity of Work:**

The work output of the employee.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	High volume producer; always does more than is expected or required.	9
	Produces more than most other employees; above average.	8-7
	Handles a satisfactory volume of work; occasionally does more than is required.	6-5-4
	Work output is barely acceptable; low level; below average.	3-2
	Extremely low output; not acceptable level	1

### **4. Reliability:**

The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	Highly persistent, always gets the job done on time.	9
	Very reliable, above average, usually persists in spite of difficulties.	8-7
	Usually gets the job done on time; works well under pressure.	6-5-4
	Sometimes unreliable; will avoid responsibility, satisfied to do the bare minimum.	3-2
	Usually unreliable, does not accept responsibility; gives up easily.	1

### **5. Initiative & Creativity:**

The ability to plan work and to go ahead with a task without being told every detail; the ability to make constructive suggestions.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	Displays unusual drive and perseverance; anticipates needed actions; frequently suggests better ways of doing things	9
	A self-starter; proceeds on own with little or no direction; progressive; makes some suggestions for improvement.	8-7
	Very good performance; shows initiative in completing tasks.	6-5-4

	Does not proceed on own, waits for direction; routine worker.	3-2
	Lacks initiative; less than satisfactory performance.	1

#### **6. Judgment:**

The extent to which the employee makes decisions which are sound. Ability to base decisions on fact rather than emotion.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	Uses exceptionally good judgment when analyzing facts and solving problems.	9
	Above average judgment; thinking is very mature and sound.	8-7
	Handles most situations very well and makes sound decisions under normal circumstances.	6-5-4
	Uses questionable judgment at times; room for improvement.	3-2
	Uses poor judgment when dealing with people and situations.	1

#### **7. Cooperation:**

Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	Extremely cooperative; stimulates teamwork and good attitude in others.	9
	Goes out of the way to cooperate and get along.	8-7
	Cooperative; gets along well with others.	6-5-4
	Indifferent, makes little effort to cooperate or is disruptive to the overall group or department.	3-2
	Negative and hard to get along with.	1

#### **8. Attendance:**

Faithfulness in coming to work daily and conforming to scheduled work hours.

<b>Rating</b>	<b>Evaluation</b>	<b>Assigned Value</b>
	Always regular and prompt, perfect attendance; absent only in rare emergency.	9
	Very prompt and regular in attendance; above average; pre-planned absences.	8-7
	Usually present and on time, normally pre-planned absences.	6-5-4
	Lax in attendance and/or reporting on time; improvement needed to meet required	3-2

	standards.	
	Often absent without sufficient reason and/or frequently reports to work late or leaves early.	1

**The following section is to be completed for supervisory personnel only:**

**9. Planning & Organizing:**

The ability to analyze work, set goals, develop plans of action and utilize time. Consider amount of supervision required and extent to which employee can be trusted to carry out assignments conscientiously.

Rating	Evaluation	Assigned Value
	Exceptionally good planning and organizing skills. Conscientious.	9
	Above average planning and organizing. Usually carries out assignments conscientiously.	8-7
	Average planning and organizing. Occasionally requires assistance.	6-5-4
	Room for improvement. Frequently requires assistance.	3-2
	Unacceptable planning and organizing skills.	1

**10. Directing & Controlling:**

The ability to create a motivating climate, achieve teamwork, train and develop others, measure work in progress and take corrective action.

Rating	Evaluation	Assigned Value
	Exceptional leader; others look up to this employee.	9
	Above average leader. Usually, but not always motivational.	8-7
	Average. Sometimes needs to be reminded of leadership role.	6-5-4
	Needs to improve motivational and teamwork skills.	3-2
	Unacceptable directing and controlling skills.	1

**11. Decision Making:**

The ability to make decisions and the quality and timeliness of those decisions.

Rating	Evaluation	Assigned Value
	Exceptional decision making abilities. Decisions are made in a timely manner.	9

	Above average decision making abilities. Usually makes sound and timely decisions.	8-7
	Average. Sometimes requires assistance in making decisions.	6-5-4
	Needs to improve decision making and/or timeliness of decisions.	3-2
	Unacceptable decisions and/or timeliness.	1

### **Performance Levels of Numerical Ratings**

#### **Distinguished Performance (Rated 9)**

Truly outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department.

#### **Commendable Performance (Rated 8 or 7)**

Consistently generates results above those expected of the position. Contributes in a superior manner to innovations both technical and functional.

#### **Fully Satisfactory Performance (Rated 6, 5 or 4)**

Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

#### **Performance Needs Improvement (Rated 3 or 2)**

Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

#### **Marginal Performance (Rated 1)**

Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

### **Overall Performance Rating**

**Total Rating Points from first section:** (Divide score by 11)

**Overall Performance Rating:**

### **Supervisory Comments**

**Noteworthy areas of strength in present performance:**

**Areas requiring improvement:**

**What has employee done to improve overall performance since last review?**

**Goals & Objectives for next evaluation timeframe:**

**To what extent have previous goals & objectives been carried out?**

**Supervisor**

**Employee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_