

Performance Evaluation Form - Adopted by TB 11.22.22 – Amended by TB 8.12.25

Employee Name: _____ Employment start date: _____
 Job title: _____ Department: _____
 Review period start: _____ Review period end: _____
 Last review date: _____
 Reviewer name: _____ Reviewer title: _____

Section I - Performance Appraisal - Check the appropriate rating.

JOB KNOWLEDGE:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Evaluate overall knowledge of duties and responsibilities as required of current position.	Displays thorough knowledge of own and related work	Well informed, familiar with most work details.	Has grasp of essential and related factors.	May require some assistance to complete normal duties.	Inadequate knowledge of job, little desire to improve.

Comments:

PRODUCTIVITY:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Evaluate amount of work generated and completed successfully as compared to amount of work expected for this position.	Able to handle high volume of work with consistent level of accomplishments.	Output is usually above average and exceeds expectations.	Work generated in accordance with prescribed standards	Work occasionally below standards. Improvement potential exists.	Volume of work consistently below standards

Comments:

WORK HABITS:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Consider completeness and accuracy of work. Overall quality.	Exceptionally well organized. Excellent judgment in work priorities.	Work habits exceed normal standards. Can be depended upon to turn in a good job.	Capable of scheduling work and using time effectively with minimal supervision.	Requires frequent help of supervisor in organizing work.	Requires constant supervision and guidance.

Comments:

INITIATIVE/RESOURCEFULNESS:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Originates or develops consecutive ideas beyond scope of responsibilities. Takes necessary steps to get things done.	Self-starter. Consistently exhibits high level of independence, originality and resourcefulness.	Finds ways and means of dealing with problems and emergencies.	Generally resourceful and uses initiative to complete normal tasks.	Occasionally requires supervisory action to complete normal tasks.	Continual guidance and motivation is needed to get job done.

Comments:

ORAL AND WRITTEN COMMUNICATION:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability to develop and express thoughts clearly and consistently.	Excellent command of language. Communicates expressively and explicitly.	Exceptionally good skills and uses them professionally and effectively.	Verbal and work skills meet normal standards.	Writing and verbal skills need additional cultivation.	Inadequate.

Comments:

COOPERATION:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability and willingness to work with and for others toward best interests of all concerned.	Always cooperative. Extremely helpful and courteous to public and co-workers	Effective in dealing with public and associates. Works well with others.	Is usually effective.	Lacks tact. Needs to be reprimanded on occasion.	Has great difficulty working with or assisting others.

Comments:

DECISION-MAKING:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability to size up a problem, obtain and evaluate the facts, reach sound conclusions and present them in a clear manner.	Accepts serious problems as a challenge. Can be depended upon when crisis arise. Able to commit to sound course of action.	Is practical and logical in problem-solving. Makes routine decisions without waiting for directions.	Usually makes correct decisions.	Makes decisions without full consideration of repercussions.	Does not make decisions without constant direction and supervision.

Comments:

ATTENDANCE:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Factors regarding lateness and ability to be at work. Considers observance of time.	Conscientious towards job. Excellent attendance.	Consistently at work on time. Notifies supervisor of scheduled and unscheduled absences according to office procedure.	Normally at work on time.	Frequently late or absent. Shows improvement.	Continually late or absent. Shows no improvement.

Comments:

SECTION II

Overall Performance Rating: Check the rating which best summarizes the employee's performance. A rating of "Unsatisfactory" must be supported by specific explanation and justification to be attached to this form.

() OUTSTANDING:

The employee's performance clearly is exceptional in comparison with expectations, thereby causing the employee to stand out above others in the work unit. Performance consistently exceeds expectations for all tasks. The employee can be relied upon to perform the most difficult tasks and has made exceptional contributions to the functions within the employee's work unit or agency.

() HIGHLY EFFECTIVE:

The employee always meets and frequently exceeds the performance expectations for all tasks. The employee is performing better than expected for many of the tasks and is recognized as a particular asset to this work unit.

() EFFECTIVE:

The employee generally meets performance expectations for all tasks and performs in a good, competent manner. This is the expected and usual level of performance for most employees.

() NEEDS IMPROVEMENT:

The employee meets performance expectations at a minimally acceptable level. Some tasks may require extra direction by the supervisor or the supervisor may find it necessary to avoid assigning the more difficult tasks to the employee.

Rater's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

Dept. Head's Signature: _____

Date: _____

Would you like a copy of your evaluation? YES _____ NO _____