

# EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____		Employee ID: _____	
Department: _____		Job Title: _____	
Supervisor Name: _____	Supervisor Title: _____	Reporting Period Start: _____	Reporting Period End: _____
Comments: _____ _____ _____			

**NOTE THE RATINGS:**

5 - Exceptional performance, far exceeds expectations. 4 - Excellent performance, exceeds expectations. 3 - Good performance, meets expectations. 2 - Fair performance, meets minimum expectations. 1 - Poor performance, does not meet expectations.	0 - Unsatisfactory performance, does not meet minimum expectations. -1 - Inadequate performance, does not meet minimum expectations. -2 - Inadequate performance, does not meet minimum expectations.
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**1. KNOWLEDGE AND SKILLS** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								

**2. QUALITY OF WORK** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								

**3. WORK ACCURACY** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								

**4. WORK PERFORMANCE** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								

**5. WORK PRODUCTIVITY** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								

**6. WORK RESPONSIBILITY** (to be used only for technical positions)

Rating	5	4	3	2	1	0	-1	-2	
Comments	_____								