

# Employee Evaluation Form

I. EMPLOYEE INFORMATION		
Employee Name NEIL M. NAYRE	Job Title Administrative Officer III	
Supervisor/Reviewer	Review Period From:     /     /     To:     /     /	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

<i>challenges and adjusts to unexpected changes</i>		
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations	

<i>valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
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### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Training &amp; Development:</b> <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

### IV. PERFORMANCE GOALS

Set objectives and outline steps to improve in problem areas or further employee development.

### V. OVERALL RATING

<input type="checkbox"/> <b>EXCEEDS EXPECTATIONS</b> <i>Employee consistently performs at a high level that exceeds expectations</i>	<input checked="" type="checkbox"/> <b>MEETS EXPECTATIONS</b> <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> <b>NEEDS IMPROVEMENT</b> <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> <b>UNACCEPTABLE</b> <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
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Comment on the employee's overall performance.

**VI. EMPLOYEE COMMENTS (OPTIONAL)**

**VII. ACKNOWLEDGEMENT**

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature:



Date: 04/22/245

Reviewer Signature:

Date: