**Employee Performance Evaluation**

**Supervisor’s Evaluation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee:** |  | | **Hire Date:** | | | | | | | | |  | |  | | | | |
| **Job Title:** |  |  | | | | | | | | | | | | | | | |
| **Supervisor:** |  |  | | | | | | | | | | | | | | | |
| **Date:** |  |  | | | | | | | | | | | | | | | |
| **Date of Last Review:** |  |  | | | | | | | | | | | | | | | |
| **Rating Scale:** |  | E=Excellent VG=Very Good G=Good F=Fair U=Unsatisfactory | | | | | | | | | | | | | | | |
|  | | | |  |  | |  | |  | |  | | | |  |  |
| **SKILLS** | | | |  | **E** |  | | **VG** |  | **G** |  | | **F** | |  | **U** |
| **a.** Skills and knowledge necessary for job | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **b.** Interest in and time spent improving skills and knowledge | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **QUALITY OF PERFORMANCE** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| Rate employee based on each of the duties listed on their job description numerically and attach a copy to this form. | | | |  |  |  | |  |  |  |  | |  | |  |  |
|  | | | |  | **E** |  | | **VG** |  | **G** |  | | **F** | |  | **U** |
| **1.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **2.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **3.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **4.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **5.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **6.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **7.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **8.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **9.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **10.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **11.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **12.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **13.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **14.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **15.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **16.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **17.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **18.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **19.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **20.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **21.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **22.** | | | |  |  |  | |  |  |  |  | |  | |  |  |
|  | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **RELIABILITY** | | | |  | **E** |  | | **VG** |  | **G** |  | | **F** | |  | **U** |
| **a. Attendance** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **b. Punctuality** | | | |  |  |  | |  |  |  |  | |  | |  |  |
| **c. Meeting deadlines** | | | |  |  |  | |  |  |  |  | |  | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WORK RELATIONSHIPS** |  | **E** |  | **VG** |  | **G** |  | **F** |  | **U** |
| **a. With other Staff Members** |  |  |  |  |  |  |  |  |  |  |
| **b. With Supervisor** |  |  |  |  |  |  |  |  |  |  |
| **c. Outside of Agency (if required)** |  |  |  |  |  |  |  |  |  |  |
| **d. Attitude** |  |  |  |  |  |  |  |  |  |  |
| **e. Cooperation** |  |  |  |  |  |  |  |  |  |  |
| **MISCELLANEOUS** |  | **E** |  | **VG** |  | **G** |  | **F** |  |  |
| **a. Appearance** |  |  |  |  |  |  |  |  |  |  |
| **b. Overall Evaluation** |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Comments:** |
|  |
| **Training Plan:** |
|  |

**Job Description Reviewed and Updated?**  YES  NO

*(If Changes Made to Job Description, Attach a Revised Copy for Approval)*

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Employee’s Signature Date

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Supervisor’s Signature Date

**Copy to Employee**

**Original to Personnel File**