**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**