



QUALITY FIRST

EMPLOYEE PERFORMANCE ASSESSMENT

DATE OF ASSESSMENT: _____

DUE DATE: _____

EMPLOYEE NAME: _____

POSITION TITLE: _____

DEPARTMENT: _____

DATE OF EMPLOYMENT: _____

ASSESSMENT PERIOD: (CHECK ONE)

NEW EMPLOYEE (30-60 DAYS) END OF PROBATION (6 MONTHS/1YR) ANNUAL

PERFORMANCE ASSESSMENT

A CHECK MARK HAS BEEN PLACED IN THE BOX WHICH MOST CLOSELY INDICATES THE EMPLOYEE'S PERFORMANCE OF EACH FACTOR. FACTOR RATINGS OF "OUTSTANDING" OR "UNSATISFACTORY" HAVE BEEN SUBSTANTIATED BY COMMENTS.

PERFORMANCE FACTORS	RATING				
	OUTSTANDING (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	BELOW EXPECTATIONS (2)	UNSATISFACTORY (1)
QUALITY OF WORK: ATTENTION TO DETAIL & NEATNESS; THOROUGHNESS	Work exceptional; rarely makes errors <input type="checkbox"/>	Better than average work; very few errors; exceeds standards <input type="checkbox"/>	Careful work; meets required standards <input type="checkbox"/>	Work below required standards; frequent errors <input type="checkbox"/>	Work frequently poor; frequent errors <input type="checkbox"/>

Comments/Recommendations:

EFFICIENCY OF WORK	Output outstanding; consistently exceeds quantity standards <input type="checkbox"/>	Frequently exceeds quantity standards <input type="checkbox"/>	Turns out acceptable amount of work; average speed <input type="checkbox"/>	Turns out less than normal amount of work; slow speed <input type="checkbox"/>	Seldom meets am standards; very slow speed <input type="checkbox"/>
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Comments/Recommendations:

PERFORMANCE FACTORS	OUTSTANDING (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	BELOW EXPECTATIONS (2)	UNSATISFACTORY (1)
JOB KNOWLEDGE	Has exceptional knowledge of all phases of work []	Has acquired thorough knowledge & understanding of most phases of work []	Adequate knowledge of all phases of work []	Lacks sufficient knowledge of work []	Knowledge of work unsatisfactory []

Comments/Recommendations:

COMMUNICATION SKILLS WITH PUBLIC AND CO-WORKERS	Extremely effective; prompt, clear, and concise in verbal or written contacts []	Consistently effective in verbal or written contacts []	Adequately effective in verbal or written contacts []	Understood; further explanation is often needed []	Has difficulty in communication []
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Comments/Recommendations:

INITIATIVE AND ASSUMPTION OF RESPONSIBILITY	Always initiates activity and assumes responsibility []	Often initiates activity and assumes responsibility []	Initiates activity and assumes responsibility with normal routine []	Almost never initiates action or assumes responsibility []	Requires prodding; must be directed in course of action & does not assume responsibility []
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Comments/Recommendations:

JOB ATTITUDE	Exceptional degree enthusiasm, interest initiative and cooperation []	High degree of enthusiasm, interest, initiative and cooperation []	Favorable/acceptable attitude []	Attitude barely acceptable; needs improvement []	Attitude too poor to remain in job without improvement []
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Comments/Recommendations:

PERFORMANCE FACTORS	OUTSTANDING (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	BELOW EXPECTATIONS (2)	UNSATISFACTORY (1)
DEPENDABILITY	Carries out assignment promptly & efficiently; always prioritizes; reliable []	Exceeds normal work demands; requires only occasional supervision; usually reliable and able to prioritize []	Dependable in routine work demands; needs some supervision; able to prioritize with guidance, generally reliable []	Needs more supervision than others on the same work; does not usually prioritize; not always reliable []	Undependable; close supervision []

Comments/Recommendations:

ATTENDANCE, PUNCTUALITY AND OBSERVANCE OF WORKING HOURS	Absent or tardy only because of unusual circumstances []	Very seldom absent or tardy []	Attendance and punctuality average []	Frequent absence and/or lateness []	Excessive absence and/or lateness []
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Comments/Recommendations:

HOUSEKEEPING AND PERSONAL APPEARANCE (GIVEN THE WORK SITUATION)	An exceptionally orderly worker; exceptionally tidy and clean appearance []	Keeps work place in order at all times; appearance always clean and tidy []	Usually has work and material in order appearance usually clean and tidy []	Tendency to be disorderly and for appearance to be unkempt []	Work area, equipment, and materials are in a constant state of disorder; appearance always unkempt []
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Comments/Recommendations:

SAFETY & HEALTH	Actively promotes and upholds company safety and health principles []	Consistently follows and upholds safety and health procedures []	Generally follows and upholds safety and health procedures []	Sometimes overlooks safety and health procedures; must be reminded of regulations []	Seldom follows & upholds safety & health procedures requires constant reminder []
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Comments/Recommendations:

GOALS ACHIEVEMENT

GOAL 1:

Comments:

GOAL 2:

Comments:

GOAL 3:

Comments:

GOAL 4:

Comments:

(For additional goals, please use additional paper)

The major areas of strength noted by this assessment are:

- 1.
- 2.
- 3.

Suggestions for the most effective use of these strengths:

- 1.
- 2.
- 3.

The major areas of weakness pinpointed by this assessment are:

- 1.
- 2.
- 3.

Suggestions for improvement:

- 1.
- 2.
- 3.

Employee Name: _____

Assessment Date: _____

OVERALL ASSESSMENT OF PERFORMANCE

Based on Performance Factor Ratings

RATING CALCULATION: (Enter number of ratings checks, multiply and total)

Outstanding	5	x	_____	=	_____
Exceeds Expectations	4	x	_____	=	_____
Meets Expectations	3	x	_____	=	_____
Below Expectations	2	x	_____	=	_____
Unsatisfactory	1	x	_____	=	_____
Total			_____		_____

RATING TABLE:

MEETING OF GOALS:

Outstanding	46-50
Exceeds Expectations	38-45
Meets Expectations	23-37
Below Expectations	15-22
Unsatisfactory	10-14

OVERALL RATING: (Check Appropriate Category According to Rating Table)

- OUTSTANDING**
Level of performance rarely achieved by others. Assignments and responsibilities are being accomplished at the highest possible level of performance. Employee is producing results exceptionally above the normal expectations of the job.
- EXCEEDS EXPECTATIONS**
Consistently exceeds job requirements with above average quality and quantity. Assignments and responsibilities are being accomplished in a highly effective manner, with only general guidance. Employee is producing results substantially above the normal expectations of the job.
- MEETS EXPECTATIONS**
Performs all aspects of the job and consistently meets job requirements. Assignments and responsibilities are accomplished effectively with normal supervision and direction.
- BELOW EXPECTATIONS**
Normally meets job requirements but occasionally performs less than expected. Assignments and responsibilities are being accomplished but sometimes with less than complete effectiveness. Requires above normal supervision and direction.
- UNSATISFACTORY**
Unable to meet job requirements. Performs well below standards. Assignments and responsibilities are not accomplished at an acceptable level of quality or quantity. Employee requires continuous close supervision and direction. Employee producing inadequate results which requires immediate probation.

