**Performance Evaluation Form - Management**

**EMPLOYEE INFORMATION**

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| EMPLOYEE NAME: | EMPLOYEE ID: |
| JOB TITLE: | START DATE IN POSITION: |
| REVIEW PERIOD: FROM       TO  REVIEWED BY: | DEPARTMENT:  REVIEW TYPE: |

**INSTRUCTIONS**

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| Reviewer comments should be included for each section, illustrating specific examples during the evaluation period, substantiating and supporting the selected performance rating. |

**Job Knowledge**

Consider knowledge of present job gained through experience, education and/or training, and the amount of supervision or guidance required.

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|  | **Does Not Meet Minimum Requirements:** Inadequate job knowledge. Requires intensive supervision. |
|  | **Partially Successful / Needs Improvement**: Has minimal knowledge necessary to perform essential functions of job. Requires close supervision or frequent guidance to meet essential requirements of the job. |
|  | **Fully Successful / Effective Performance:** Possesses sound understanding of all aspects of the job. Performs successfully with normal supervision and guidance. |
|  | **Superior / Highly Effective Performance:** Very well-informed and knowledgeable regarding all aspects of the position. Requires minimal or no supervision. |
|  | **Outstanding / Role Model Status:** Shows exceptional job knowledge. Recognized as an expert and among the very best in the eyes of managers and peers. Possesses extensive understanding of many facets of the role, contributing significantly to team success. |

Reviewer Comments:

**Productivity**

Consider amount of acceptable work performed without sacrificing quality.

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|  | **Does Not Meet Minimum Requirements:** Does not get work accomplished to meet expectations. Fails to meet deadlines. Poor organizational ability demonstrated. May repeatedly fail to comply with requirements for reporting for work on time, managing break/shift end times and/or to receive authorization for approved time off or appropriate use of leave time. |
|  | **Partially Successful / Needs Improvement**: Work output is not always at required level. Quality and/or quantity of work falls short at times. Work occasionally may not be completed to meet deadlines or within expected timeframes. Organizational skills may require improvement or more consistent application. May occasionally fail to comply with requirements for reporting for work on time, managing break/shift end times and/or to receive authorization for approved time off or appropriate use of leave time. |
|  | **Fully Successful / Effective Performance:** Meets all job requirements, completing an appropriate amount of quality work within expected timelines. Completes all projects in a timely manner. Consistently demonstrates sound organizational skills in work approach. |
|  | **Superior / Highly Effective Performance:** Produces above average volume of quality work. Frequently takes on and completes extra tasks and assignments. Exhibits strong organizational skills. |
|  | **Outstanding / Role Model Status:** Produces an exceptionally high volume of quality work. Performs a number of diverse tasks and additional projects. Extremely well-organized and effective in work approach. Demonstrates exceptional ability to successfully accomplish objectives. |

Reviewer Comments:

**Quality**

Consider the accuracy and reliability of results, including the manner of achieving successful outcomes. Consider thoroughness and acceptability of work product.

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|  | **Does Not Meet Minimum Requirements:** Produces unreliable results. Frequent errors or rejections. Work frequently requires checking and review or redirection and close guidance. |
|  | **Partially Successful / Needs Improvement**: Quality of work frequently falls below standards. Requires review, at times resulting in additional guidance, editing, correction or rework. |
|  | **Fully Successful / Effective Performance:** Consistently produces quality work and achieves successful outcomes. Results are accurate and complete. |
|  | **Superior / Highly Effective Performance:** Produces results that consistently exceed requirements. Fully completes the job with attention to detail and consistently superior quality outcome. |
|  | **Outstanding / Role Model Status:** Exceptionally accurate, with an outstanding level of attention to detail that sets work apart. Produces top quality and thorough results. Sets an example through provision of the highest quality of work. |

Reviewer Comments:

**Cooperation**

Consider dependability, cooperation, willingness to carry out assignments and accept responsibility, reaction to instructions.

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|  | **Does Not Meet Minimum Requirements:** Not dependable. Has trouble cooperating with coworkers, team members, and/or supervisors. Concerns may be noted with regard to interactions with clients or customers. |
|  | **Partially Successful / Needs Improvement**: Shows some reluctance to cooperate, engage fully to accomplish assignments or objectives, or fully support team efforts. Poor response to instructions. Does not readily volunteer for more challenging or less desirable tasks or projects. |
|  | **Fully Successful / Effective Performance:** Assists others willingly upon request, and often volunteers and identifies ways to positively contribute to team success. Demonstrates successful and engaged response to instructions. |
|  | **Superior / Highly Effective Performance:** Engages well with coworkers, team members, and leadership. Helpful and dependable, frequently identifying needs independently and contributing to team success. Enthusiastic/highly engaged in approach to assignments. |
|  | **Outstanding / Role Model Status:** Extremely cooperative, and perceptive in identifying and fulfilling needs to achieve successful outcomes. Demonstrates outstanding engagement, effort and drive to achieve team and organizational success. Welcomes being given a challenge and seeks out new opportunities. |

Reviewer Comments:

**Initiative**

Consider the origination and development of useful ideas and the ability to act independently.

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|  | **Does Not Meet Minimum Requirements:** Shows little initiative. Infrequently or never volunteers. Maintains job routine while avoiding additional challenges or taking on new assignments. |
|  | **Partially Successful / Needs Improvement**: Shows initiative at times. Should demonstrate additional initiative in some areas without prompting or follow-up. |
|  | **Fully Successful / Effective Performance:** Voluntarily attempts to solve non-routine job problems as they occur. Takes on new assignments, projects and initiatives without prompting, and sees them through to successful completion. |
|  | **Superior / Highly Effective Performance:** Frequently seeks additional work and successfully completes it. Consistently demonstrates a high level of initiative and is recognized as a self-starter. Often volunteers, willing to take on challenging issues. |
|  | **Outstanding / Role Model Status:** Places highest priority on getting things done. Works in a highly effective manner to tackle difficult challenges and demonstrates creativity and ingenuity to develop effective solutions. Constantly accepts difficult, highly complex and challenging, or unpleasant jobs to achieve goals. |

Reviewer Comments:

**Supervisory Skills**

Extent to which employee demonstrates ability to lead through coaching, counseling and delegating effectively.

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|  | **Does Not Meet Minimum Requirements:** Demonstrates a lack of supervisory skills or engagement necessary to effectively perform the job and guide subordinate staff. |
|  | **Partially Successful / Needs Improvement**: Minimal interest in developing subordinates. Avoids performance issues or does not follow through to consistently manage issues to achieve an effective outcome. May fail to fully apply or consult applicable resources or follow best practices or guidance in supervisory and management practices. |
|  | **Fully Successful / Effective Performance:** Motivates and directs activities of subordinates fairly and consistently. Effectively provides feedback, guides and supports staff development. |
|  | **Superior / Highly Effective Performance:** Frequently recognizes and develops good performers and is aware of subordinate results. Provides highly effective supervision and staff guidance, ensuring subordinates align performance with organizational/departmental goals, objectives, and vision. Consistently and effectively manages challenging performance issues. |
|  | **Outstanding / Role Model Status:** Highly respected leader.Leads employees by example, and demonstrates exceptional supervisory skills and leadership approach. Skillfully addresses the most challenging performance issues. Creates an enthusiastic work environment, and effectively aligns team performance with organizational/department goals, objectives and vision to maximize successful achievement. |

Reviewer Comments:

**Summary of Employee’s Overall Performance**

Overall Performance Rating:

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| --- | --- |
|  | **Does Not Meet Minimum Requirements** |
|  | **Partially Successful / Needs Improvement** |
|  | **Fully Successful / Effective Performance** |
|  | **Superior / Highly Effective Performance** |
|  | **Outstanding / Role Model Status** |

Reviewer Overall Performance Comments:

Reviewer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature acknowledges that I have read and understand the contents of this performance evaluation*.*

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Performance Comments: