

Performance Evaluation

Employee

Date of Evaluation

Title

Date of Hire

Evaluator

As you complete this performance evaluation, use the following scale as a guideline for rating each category:

- 5 = Outstanding.** Performance well beyond expectations; positive attitude reflecting a keen interest in excellence and exceeding company goals.
- 4 = Above expectations.** Performance above average; attitude constantly reflects interest in improving and attaining higher level of achievement for self and company.
- 3 = Meets expectations.** Performance at average level; some interest in improving and positive attitude about the job and the company.
- 2 = Below expectations.** Performance is below average; attitude reflects little concern for improving.
- 1 = Unsatisfactory.** Performance is unacceptable; negative attitude about the job and the company.

Performance Evaluation

Rating	5	4	3	2	1
Performance					
Produces thorough, accurate and consistent work product	<input type="checkbox"/>				
Strives for excellence	<input type="checkbox"/>				
Works independently	<input type="checkbox"/>				
Applies good judgment	<input type="checkbox"/>				
Proofreads for errors, spelling, and content standards for format and style	<input type="checkbox"/>				
Diplomatically answers calls	<input type="checkbox"/>				
Organization					
Manages time effectively to plan and complete work	<input type="checkbox"/>				
Sets and revises priorities as appropriate	<input type="checkbox"/>				
Maintains orderly desk, files and work area	<input type="checkbox"/>				
Flexibility					
Accepts new methods and changes readily	<input type="checkbox"/>				
Works well under tight time constraints	<input type="checkbox"/>				
Modifies schedule to meet work demands	<input type="checkbox"/>				
Communication					
Reports to proper supervisor	<input type="checkbox"/>				
Understands instructions easily	<input type="checkbox"/>				
Listens well to instructions	<input type="checkbox"/>				
Maintains confidentiality	<input type="checkbox"/>				
Clearly articulates self, both verbally and in writing	<input type="checkbox"/>				
Asks questions when uncertain	<input type="checkbox"/>				
Relationships					
Cooperates with supervisor, clients, peers and others	<input type="checkbox"/>				
Is always courteous and acts in a professional manner	<input type="checkbox"/>				
Supports team effort and contributes to AgSafe's goals	<input type="checkbox"/>				
Attendance					
Arrives and departs on time	<input type="checkbox"/>				
Schedules days off in accordance with company policy	<input type="checkbox"/>				
Adheres to time allotted for lunch and break periods	<input type="checkbox"/>				
Maintains satisfactory attendance	<input type="checkbox"/>				
Knowledge/Skills					
Meets job requirements	<input type="checkbox"/>				
Applies knowledge/skills to job	<input type="checkbox"/>				
Adds to knowledge and skills	<input type="checkbox"/>				
Knows and follows standard practices and procedures	<input type="checkbox"/>				
Has sufficient knowledge of company software and computer systems	<input type="checkbox"/>				
Professionalism/Dependability					
Consistently completes assignments in a timely manner	<input type="checkbox"/>				
Meets deadlines	<input type="checkbox"/>				
Willing to work overtime when necessary	<input type="checkbox"/>				
Demonstrates effective follow-through on short- and long-term tasks	<input type="checkbox"/>				
Refrains from conducting personal business during working hours	<input type="checkbox"/>				

