

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

## **Performance Evaluation**

---

Evaluator's comments:

1. In what specific areas, if any, has the employee excelled?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. In what specific areas does the employee need improvement?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. What goals should the employee plan to meet before the next scheduled evaluation?