



Employee Evaluation

PERSONAL INFORMATION

Employee Name: _____

Supervisor: _____

Position: _____

Store/Department: _____

Review Period: _____

Evaluation Date: _____

INSTRUCTIONS

For each of the following factors, input the score for the performance rating. Points are assigned to each factor based on the selected rating. An average is then calculated for each category and assigned a performance level from the table below. You should make comments in the space provided to support and ensure the employee's understands of the rating.

<i>Performance Measures</i>	Below Expectations	Meets Expectations	Exceeds Expectations
Definition	<i>Did not consistently and effectively meet expectations</i>	<i>Consistently and effectively met expectations</i>	<i>Consistently and effectively exceeded expectations</i>
Rating Scale	1	2	3

PERFORMANCE EVALUATION

EVALUATION STANDARD	RATING
JOB KNOWLEDGE – <i>Applies knowledge and skills necessary to perform the job</i>	
QUALITY – <i>Completes assigned tasks accurately</i>	
PRODUCTIVITY – <i>Completes assigned tasks promptly/within assigned time frame</i>	
INITIATIVE – <i>Anticipates needs and plans ahead to complete tasks</i>	
TEAM WORK – <i>Cooperates and offers assistance to support others</i>	
CUSTOMER SERVICE – <i>Responds positively to customer needs and remains “customer-minded”</i>	
COMMUNICATION – <i>Maintains open communications with coworkers, vendors and customers</i>	
SAFETY – <i>Understand and adheres to all safety standards/practices</i>	
ATTENDANCE – <i>Meets scheduled work hours and schedules time off in advance</i>	
PUNCTUALITY – <i>Reports to work on time and follows clock in procedures</i>	



PERFORMANCE SCORING

TOTAL RATING SCORE (total from Evaluation)	10 Total Standards	OVERALL RATING
	Divided by 10 Standards	

An Overall Rating of less than 2 requires a thirty (30) day hold.

An Overall Rating of less than 1.5 requires a sixty (60) day hold.

SUMMARY, COMMENTS AND GOALS

IMPROVEMENT PLAN

Use the space below to develop a complete improvement plan for any evaluation standards rated below expectation.

MANAGER'S GOALS FOR THE EMPLOYEE'S UPCOMING YEAR

EMPLOYEES'S SUMMARY AND GOALS FOR UPCOMING YEAR

SIGNATURES

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Store Operator's Signature: _____ Date: _____