

Performance Factor	1 Unsatisfactory	2 Below Expectations	3 Meets Expectations	4 Very Effective	5 Outstanding	Comments Use specific examples to point out exceptionally strong or weak performance
Job Knowledge Employee's general knowledge of the duties and responsibilities in current position.						
Quality of Work Standard of workmanship, accuracy, skill and thoroughness of work accomplished.						
Quantity of Work Accomplishments and amount of work completed with regard to timeliness, current responsibilities, and workload.						
Organization Ability to plan and effectively organize work; determine priorities.						
Communication Ability to express opinions and ideas, both verbally and in writing in a clear concise manner.						

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Dependability Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.						
Appearance / Professional Image Employee's effort to present and maintain a professional appearance through grooming, dress and personal actions, including proper maintenance and usage of all assigned equipment.						
Attitude Employee's Cooperation with supervisor(s), co-workers and other groups. Expressions of personal feelings that effect job performance.						
Attendance/ Punctuality Employee's record of being on the job and being on time.						
Safety <small>Not Applicable (safety Sensitive Positions)</small> Employee awareness and efforts to insure his or her safety on the job along with meeting the safety guidelines or rules already established.						

Summary

Take the numerical score given within each of the categories, add them up and divide by 9 (10 for those safety sensitive positions) to reach the total Overall Ranking of Performance.

TOTAL OVERALL RANKING OF PERFORMANCE _____

What weaknesses, if any, has the employee demonstrated on the job that, if not improved, may hinder future growth?

What strengths or career preparation has the employee demonstrated that may prepare him or her for future growth opportunities?

Employee Comments / Action Plan:

Employee

Title

Date

Supervisor

Title

Date

Department Head

Title

Date