

Yale Robbins, Inc. Performance Evaluation Form

Employee Name	Supervisor's Name
Title	Title
Hire Date	Department
Evaluation Period	Date

Rating Standards

EE: Exceeds Expectations Work performance is consistently above the standard of performance for the position.

ME: Meets Expectations Work performance consistently meets the standards of performance for the position.

IN: Improvement Needed Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.

UN: Unsatisfactory Work performance is below the standards of performance required for the position. Performance at this level cannot be allowed to continue.

NA: Not Applicable

	EE	ME	IN	UN	NA
--	----	----	----	----	----

Quality of Work Manner in which the employee completes job assignments.

Accuracy					
Work completed on schedule					
Thoroughness					
Judgement/Decision Making					
Neatness					

Approach to work Characteristics the employee demonstrates while performing job assignment.

Job proficiency/knowledge and technical skills to complete assigned tasks					
Shows initiative/Actively seeks ways to improve workflow					
Open to and contributes new ideas and approaches					
Planning & organization					
Work ethic (includes attendance, punctuality, etc.)					
Seeks additional training, coaching and development					

Interpersonal Skills Effectiveness of the employee’s interactions with others and as a team participant.

With co-workers					
With team leaders					
Shares information willingly					
Team participation					
Commitment to team success					

Communication Skills

Written Expression					
Oral Expression					
Tact and Diplomacy					

Employee Evaluation

1. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?

2. What were your most important achievements in your job position during the past year?

3. Is your current workload reasonable? What adjustments in workload would you suggest?

4. If you and your team leader set goals and objectives for this year, comment on your progress in achieving them.

5. Have you participated in professional development activities this past year? If so, please list these activities. How have they helped you develop? What type of professional Development activities would be most helpful to you?

6. How can your team leader help in your job performance and personal development?

7. Overall Comment (a short statement of your overall experiences as a Yale Robbins, Inc. team member during this past year):

Employee _____

Manager/Supervisor _____