

4. Describe goals or expectations for the coming year. Include examples of training required as well as specific projects.

5. Provide an overall assessment of the employee's performance since the last evaluation.

Employee Review and Comments.

I have reviewed and discussed this evaluation with my supervisor.

.....

Employee/Date

Comments:

Appraiser/Date

Appraiser's Supervisor/Date

Reviewed by Human Resources Manager/Date
Director/Date

Reviewed by

If the supervisor deems it appropriate, the following table should be completed. The scale is continuous with the following definitions:

Outstanding: This level is rarely achieved. The employee demonstrates consistent performance that substantively exceeds job requirements in all job tasks.

Excellent: The employee frequently exceeds job requirements in key tasks.

Good: The employee meets job requirements and achieves objectives in accordance with established standards. May surpass requirements in some areas.

Unsatisfactory: The employee does not perform assigned responsibilities within established standards and needs to demonstrate significant improvement within a specific time frame.

Performance Summary

Characteristic	U G E O
Planning Plans work, sets and meets goals	
Organization Works efficiently, uses resources effectively, develops appropriate work procedures	
Initiative Takes independent action when required, follows up on assignments, anticipates problems and seizes opportunities	
Communication Is accessible, listens well and accepts feedback, keeps co-workers informed	
Decision Making Makes timely decisions, exercises good judgment, is decisive under pressure, seeks participation of others appropriately	
Flexibility Responds to changes in priorities, tries new ideas and technologies, adapts work methods to changing situations	
Teamwork Works cooperatively, manages conflict effectively, supports other units	
Professionalism Accepts responsibility, maintains high standards of excellence, acquires new technical knowledge and skills when required	
Overall Assessment	