

## AURA-O NON-EXEMPT EMPLOYEE PERFORMANCE EVALUATION

**NAME  
TITLE**

**DATE**

### PERFORMANCE SUMMARY

In each category, check the statement that most closely matches the employee's performance.

#### JOB KNOWLEDGE

- Needs improvement: Understanding of job duties not sufficient. ....
- Satisfactory: Has adequate knowledge of duties. Needs little additional instruction. ....
- Exceptional: Extremely capable. Requires little direction. ....

#### QUALITY OF WORK

- Needs improvement: Careless, inclined to make mistakes. Work barely acceptable. ....
- Satisfactory: Meets minimum requirements of accuracy & neatness. Average quality work. Needs normal supervision. ....
- Exceptional: Consistent high degree of accuracy & neatness. Work can be relied upon. Seldom needs supervision. ....

#### QUANTITY OF WORK

- Needs improvement: Works at slow pace. Needs encouragement & urging. ....
- Satisfactory: Works at steady pace. Meets requirements. ....
- Exceptional: Works fast. Often exceeds requirements. ....

## **VERSATILITY**

- Needs improvement: Learns new tasks slowly. Has difficulty understanding. ....
- Satisfactory: Neither slow nor fast. Able to perform several tasks & handle new assignments with some difficulty. ....
- Exceptional: Catches on fast. Adaptable & flexible. Handles various tasks without difficulty. ....

## **INITIATIVE**

- Needs improvement: Needs some prodding. Believes in just getting by. ....
- Satisfactory: Occasionally seeks new tasks. Makes occasional suggestions. Works well when given responsibility. ....
- Exceptional: Self-starter. Very alert & constructive. Goes out of way to accept responsibility. ....

## **BEHAVIOR**

- Needs improvement: Occasionally unwilling to follow orders without argument. Inclined to be stubborn. ....
- Satisfactory: Cooperative most of the time. Interested in work. Quick to offer assistance. ....
- Exceptional: Always cooperative. Shows high interest in work. Goes out of way to help. ....

## **ATTENDANCE**

- Needs improvement: Erratic in attendance & punctuality. Not dependable. ....
- Satisfactory: Occasionally absent or tardy. Dependable. ....
- Exceptional: Seldom absent or tardy. ....



2. For areas needing improvement, identify specific goals or actions that will be taken to improve performance.

3. Identify specific goals or tasks to be accomplished during next review period.

4. Identify at least one area where additional training would improve job performance.

**EMPLOYEE REVIEW AND COMMENTS**

I have reviewed and discussed this evaluation with my supervisor.

Employee / Date

Comments:

**APPROVAL SIGNATURES**

Appraiser / Date

Appraiser's Supervisor / Date

Reviewed by Human Resources Manager / Date

Reviewed by AURA-O Director / Date