

Performance Evaluation

Employee Name: _____

Rating Scale

O= OUSTANDING: Totally competent (use sparingly)

AS= ABOVE SATISFACTORY: Far exceeds standard requirements

S= SATISFACTORY: Performance is completely acceptable and meets job requirements.

C= Conditional: Performance is marginal and does not meet all job requirements. Employee shows potential for improvement but needs additional training.

U= UNSATISFACTORY: Performance is not acceptable and fails to meet the minimum requirements of position. Employee is a liability.

	Rating Factors	O	AS	S	C	U
Quantity of Work	Meets predetermined standards for quantity of output					
Quality of Work	Meets predetermined standards for accuracy, completeness, neatness, and effectiveness					
Job Knowledge	Possesses basic job knowledge					
	Familiar with inter-organizations related to job					
	Understands specific job duties					
	Is versatile					
	Organizes work logically					
Initiative	Executes independent action					
Attitude	Has ability to learn new tasks					
	Retains what's been learned					
	Follows instruction					
	Works well with others					
	Accepts assignments willingly					
	Accepts constructive criticism					
	Desires to do a good job					
	Deals effectively with patients and public					
Attendance	Has good attendance and punctuality					
Dependability	Completes assignments on time					
Judgment	Has ability to arrive at decisions					
Work Habits	Practices time management					

Please describe the employee’s work performance and remark on all areas rated “C” or “U”:

Suggested actions to improve on all areas rated “C” or “U”:

Prepared by: _____ **Date:** _____

Employee signature: _____ **Date:** _____