

# EMPLOYEE EVALUATION FORM

Employee

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Store Location : \_\_\_\_\_

Reviewer \_\_\_\_\_

Performance		P O O R				G O O D	Comments
1.	Employee shows strong initiative	1	2	3	4	5	
2.	Employee works well with others in group-based projects	1	2	3	4	5	
3.	Employee takes instructions and follows leaders well	1	2	3	4	5	
4.	Employee shows good leadership skills	1	2	3	4	5	
5.	Employee stays focused on tasks at hand	1	2	3	4	5	
6.	Employee knows how to prioritize tasks	1	2	3	4	5	
7.	Employee has good communication with coworkers	1	2	3	4	5	
8.	Employee has good communication with superiors	1	2	3	4	5	
9.	Employee is dependable	1	2	3	4	5	
10.	Employee gets assignments in on time	1	2	3	4	5	
11.	Employee arrives on time every day	1	2	3	4	5	
12.	Employee's work is of high quality	1	2	3	4	5	
13.	Achieves Daily Sales Goals - Phone/Access	1	2	3	4	5	

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**5-Exceptional 4-Superior 3-Satisfactory 2-Improvement Needed 1-Unsatisfactory**

**1. Quality**

- a. Work is accurate and precise. \_\_\_\_
- b. Recognizes and points out substandard workmanship. \_\_\_\_
- c. Displays thoroughness and completeness in work activity. \_\_\_\_
- d. Takes proper care of equipment/keeps work area clean. \_\_\_\_

**Average Total ===== Divide by 4 \_\_\_\_**

**2. Productivity**

- a. Amount of work completed (quantity). \_\_\_\_
- b. Utilizes time well. \_\_\_\_
- c. Organizes in such a manner to perform responsibilities. \_\_\_\_

**Average Total ===== Divide by 3 \_\_\_\_**

**3. Job knowledge**

- a. Able to follow verbal and/or written instructions. \_\_\_\_
- b. Uses proper procedures. \_\_\_\_
- c. Uses proper methods and tools. \_\_\_\_
- d. Performs work without detailed instructions. \_\_\_\_
- e. Shows improvement on repetitive tasks. \_\_\_\_
- f. Able to train others (if applicable). \_\_\_\_
- g. Has practical/technical knowledge to perform job. \_\_\_\_

**Average Total ===== Divide by 7 \_\_\_\_**

**4. Reliability**

- a. Begins and finishes on time. \_\_\_\_
- b. Requires minimum supervision; completes tasks without prompting. \_\_\_\_
- c. Completes tasks efficiently within required time frames. \_\_\_\_
- d. Puts in extra time and effort. \_\_\_\_
- e. Does the best according to ability and within minimum job standards. \_\_\_\_

**Average Total ===== Divide by 5 \_\_\_\_**

## 5. Attendance

- a. At work on a daily basis. \_\_\_\_
- b. Start and finishes according to approved schedule (punctual). \_\_\_\_
- c. Calls to explain absence. \_\_\_\_
- d. Observes generally agreed work break/meal periods. \_\_\_\_

Average Total ===== Divide by 4 \_\_\_\_\_

## 6. Initiative/Creativity

- a. Seeks out new assignments when finished with own work. \_\_\_\_
- b. Assumes additional responsibilities when needed. \_\_\_\_
- c. Properly selects priorities. \_\_\_\_
- d. Determines what must be done without being told. \_\_\_\_
- e. Makes suggestions on better ways of getting work done. \_\_\_\_
- f. Identifies and corrects errors during the work process. \_\_\_\_

Average Total ===== Divide by 6 \_\_\_\_\_

## 7. Teamwork

- a. Works well with supervisors, peers, and subordinates. \_\_\_\_
- b. Sets an example with a positive and supportive attitude. \_\_\_\_
- c. Communicates well with coworkers and supervisors. \_\_\_\_
- d. Promotes teamwork in the workplace. \_\_\_\_

Average Total ===== Divide by 4 \_\_\_\_\_

## 8. Policy Compliance

- a. Practices proper safety procedures. \_\_\_\_
- b. Adheres to all company policies and regulations. \_\_\_\_

Average Total ===== Divide by 2 \_\_\_\_\_

## 9. Customer Service

- a. Establishes positive relations inter/intra departmentally. \_\_\_\_
- b. Responsive and courteous to client inquiries. \_\_\_\_

Average Total ===== Divide by 2 \_\_\_\_\_

## 10. Other

- a. Judgment and decision-making. \_\_\_\_
- b. Adaptability. \_\_\_\_
- c. Problem solving. \_\_\_\_

Average Total ===== Divide by 3 \_\_\_\_\_

**Total Average \_\_\_\_\_ Divide by 10 = \_\_\_\_\_ Overall Av**

# Strengths & Improvements Evaluation

**1. What are my greatest strengths? (Please provide supporting examples)**

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**2. What are the areas where I need to make improvement? (Please provide examples and suggestions for improvement).**

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**3. If you were doing my job, how would you do it differently? Are there any specific things/behaviors you want me to STOP or START?**

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**4. PROGRESS SINCE LAST EVALUATION:**

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**5. RECOMMENDATIONS FOR FUTURE DEVELOPMENT:**

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	SUN	MON	TUES	WED	THRS	FRI	SAT	TOTAL	Achieved
<b>1 WK -SALES</b> Full = Sales 10-15 ABP 9, CP 7 Part/T= Sales 8-12 ABP 5, CP 5	Ex -2 Pro 1cp, 2 abp								
<b>2 WK -SALES</b> Full = Sales 10-15 ABP 9, CP 7 Part/T= Sales 8-12 ABP 5, CP 5									
<b>3WK -SALES</b> Full = Sales 10-15 ABP 9, CP 7 Part/T= Sales 8-12 ABP 5, CP 5									
<b>4 WK -SALES</b> Full = Sales 10-15 ABP 9, CP 7 Part/T= Sales 8-12 ABP 5, CP 5									

**SIGNATURES**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_