

Employee Name: _____ Red ID #: _____

Home Department Name: _____ Home Department No: _____

EVALUATION RATINGS

E: Exceptional Work — This rating indicates the employee's work has been characterized by either (1) sustained performance that is well above what is expected for success, or, (2) significant contributions that had a positive impact. A rating in this category clearly represents **high quality results** in performing the duties reflected in the job description.

S: Successful Work — This rating indicates the employee's work has been characterized by consistent and successful efforts to complete high quality assignments, continually improving performance and consistently meeting deadlines. A rating in this category represents an employee who **"gets the job done"** based on the duties detailed in the job description.

C: Continued Development Required: — This rating indicates the employee's work has been characterized by a need for further growth, training or experience. A rating in this category is not representative of unacceptable work, but rather identifies an area that **requires more focused attention**. This category could also apply to an employee taking on new tasks or responsibilities. With support from the supervisor, the employee is expected to make on-going improvement towards a successful outcome in performing the duties detailed in the job description.

U: Unacceptable Work — A rating in this category indicates the employee has **failed to perform work at the necessary level** and that previous attempts to correct the problems have failed. The employee must correct the problems that have been identified by the supervisor.

	E Exceptional Work	S Successful Work	C Continued Development Required	U Unacceptable Work
ALERTNESS & JUDGEMENT Adaptability, maturity, logical responses, professionalism, appearance, focus				
ATTITUDE & INTEREST Job insight, friendliness, effective relations with others, customer service, team player				
INITIATIVE Ability to see jobs without being told, creativity				
RELIABILITY Punctuality, dependability, consistently meets standards, attendance				
SKILL Ability and knowledge of work tasks, quality of finished work				

Employee recommended for pay raise YES NO

Additional Comments:

To assist the employee in their professional development, it may be necessary to provide additional feedback on a separate sheet.

Employee Signature

Date

Supervisor Signature

Date

Manager/Director Signature

Date