



2022 – 2023 PERFORMANCE EVALUATION

NAME:		POSITION:	
EVALUATOR:		LOCATION:	
Rate the consistency of the employee's job performance in the areas of responsibility as described on his/her job description.			
Performance Expectations	Never	Seldom	Regularly
Professionalism: Maintains professional personal appearance, demonstrates respect for colleagues			
Attendance & Punctuality: At work regularly, reports for work on time, provides advance notice of need for absence			
Quality of Work: Completes work with few/no errors, efficiently, within deadlines without supervision			
Reliability/Dependability: Performs job responsibilities consistently, uses time wisely, plans properly, takes care of materials and equipment			
Initiative: Shows commitment to job responsibilities, motivated, enthusiastic, self-disciplined			
Accountability: Accepts supervision, cooperative, follows directions, receives and applies feedback			
Communication Skills: Practices good oral and written English usage, expresses thoughts clearly, uses appropriate means of communication			
Professional Ethics: Maintains confidentiality, honest, trustworthy, exercises good judgment			
Growth Orientation: Demonstrates a commitment to personal growth (enthusiastic, positive attitude)			
<i>Add the number of checks in each column then multiply the total by the rating value.</i> Rating Totals	X 0 points	X 1 point	X 2 points
Performance Evaluation Score <i>Add the rating totals.</i>			
Performance Evaluation Rating			

0 – 15 = Ineffective

16 – 19 = Effective Emerging

20 – 23 = Effective Proficient

24 – 27 = Highly Effective

EVALUATOR'S COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

(Signature does not necessarily indicate agreement)

EVALUATOR'S SIGNATURE: _____ **DATE:** _____

Evaluations signed and completed on paper must be uploaded by supervisors to Frontline Central or CIS.