**Personnel Evaluation Form**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF LAST EVALUATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERIOD OF PRESENT EVALUATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVALUATION: Yearly Performance Evaluation

**1. ATTITUDE:**

(a) The extent to which the Personnel demonstrates a willingness to fulfill position requirements and assigned tasks.

RATING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) The extent to which the Personnel takes appropriate corrective action in response to constructive criticism by supervisor.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. PLANNING AND SCHEDULING:**

The extent to which the Personnel plans and schedules work for the accomplishment of objectives.

RATING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. PRODUCTIVITY:**

The level of output attained by the Personnel as compared to the standard established for the assigned tasks.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. QUALITY OF WORK:**

The degree to which the Personnel produces work that is accurate, comprehensive and effectively communicated.

RATING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. TIMELINESS:**

The extent to which the Personnel completes assigned tasks within the allotted time.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. JUDGMENT**:

The extent to which the Personnel utilizes job knowledge and sound reasoning to analyze situations, resolve problems and reach decisions.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. INITIATIVE:**

The extent to which the Personnel is self-motivated; takes appropriate action on work related issues without being prompted.

RATING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. COMMUNICATION**:

The extent to which the Personnel communicates effectively and accurately with peers, supervisors and other business contacts. Consider written and verbal communications.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. COOPERATION:**

The extent to which the Personnel cooperates and works harmoniously with peers, supervisors and other business contacts.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. CREATIVE THINKING:**

The extent to which the Personnel thinks creatively and finds innovative ways to accomplish tasks or generate new ideas.

RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. PUNCTUALITY AND ATTENDANCE:**

**PUNCTUALITY:**

Acceptable

DAYS LATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTENDANCE:**

DAYS ABSENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. TRAINING AND EVALUATION:**

**13. COMMUNICATION AND EXECUTION OF GOALS AND OBJECTIVES:**

**14. LEADERSHIP QUALITIES:**

**15. PERSONNEL UTILIZATION:**

**16. COMPANY POLICIES:**

**MAJOR ACTIVITIES/OBJECTIVES:**

**ACCOMPLISHMENTS:**

**OVERALL PERFORMANCE**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RATING:

**PROGRESS SINCE LAST EVALUATION:**

**RECOMMENDATIONS FOR FUTURE DEVELOPMENT:**

**SIGNATURES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Evaluator Name]  Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Personnel Name]  Date

(The Personnel's signature is only an acknowledgment that the evaluation has been completed, examined and discussed in detail and is not to be construed as an agreement with the evaluation.)

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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