Performance Evaluation Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Department** | Nancy Brown Communications | **Position Supervisor** | VP of Communications Steven Shillinglaw |
| **Review Period** | 6/13/18 - 2/25/21 | **Date** | February 25, 2021 |

**Instructions:**

Rate the employee's performance relative to time in position by checking the most appropriate rating. Make an explanatory comment to support your rating, and where possible cite specific examples of behavior that led to the rating. When performance does not meet expectations, list specific goals for improvement and the date you expect them to be achieved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Factor** | **Exceeds Expectations** | **Meets Expectations** | **Does Not Meet Expectation** | **Not Applicable Comments** |
| Job Knowledge  The extent to which the incumbent is familiar with policies and procedures applicable to the position and able to work independently |  |  |  |  |
| Productivity  The volume of acceptable work produced. Ability to organize and prioritize work; utilize time well and fully meet deadlines |  |  |  |  |
| Quality  The ability to complete work accurately and neatly to meet quality standards |  |  |  |  |
| Responsibility / Initiative  Acceptance and fulfillment of work assignments, leadership, and intelligent decision making |  |  |  |  |
| Relationships  The ability to establish and maintain effective relationships with others with whom interaction is required in the performance of the position |  |  |  |  |
| Adaptability / Resourcefulness  The ability to adjust to change with a minimum of disruption to productivity. Ability to contribute useful ideas for improved performance of the position. |  |  |  |  |
| Supervisory Skills  The ability to get effective results from others. |  |  |  |  |

Attendance / Punctuality Absences in this review period days Lateness in this review period days

Overall Evaluation

\* This form will be completed at the end of an employee's probationary period and annualy thereafter by the employee's immediate supervisor. The supervisor may also ask the employee to complete a self-appraisal. The supervisor's evaluation is to be reviewed by his/her immediate supervisor. Once the review has been conducted a copy is given to the employee, a copy retained by the supervisor, and the original sent to Human Resources.