

PERFORMANCE EVALUATION

EMPLOYEE'S NAME: _____ DATE OF HIRE: _____

Each area is coded as follows:

- 1 (poor), 2 (below expectations), 3 (mostly meets expectations),
4 (meets expectations), 5 (exceeds expectations)

Area evaluated	1	2	3	4	5
1. Punctuality Comments:					
2. Reliability Comments:					
3. Ability to do required tasks Comments:					
4. Respectful Comments:					
5. Shows initiative Comments:					
6. Organized Comments:					
7. Other: Comments:					

Goals for next 6 months / year:

Employee comments: _____

Signature of Employer: _____ Date: _____

Signature of Employee: _____ Date: _____