

PERFORMANCE EVALUATION FORM

Employee Name :			
Job Title :			Department/Unit :
Evaluation Periode : from			to:
Hire date :		Evaluator :	

LEGEND FOR STANDARDIZED PERFORMANCES:

Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Above Satisfaction (4)	Exceptional (5)
The employee didn't satisfy performance and need to improve is performance immediately.	The employee did a low performance and need to improve is performance.	The employee did a good performance during the year	The employee did a very good performance during the year	The employee did a exceptional and consistent performance during the year

SECTION A : PERFORMANCE OBJECTIVES

EVALUATION LEGEND: 5 = Exceptional 4 = Above Satisfaction 3 = Satisfactory 2 = Below Satisfaction 1 = Unsatisfactory

Performance Objectives		Cote
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
		☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
SECTION A: OVERALL PERFORMANCE RATING (Calculate the total number of each case and divide by the number of performances objectives)		Score:

SECTION B: SPECIFICS SKILLS

EVALUATION LEGEND: 5 = Exceptional, 4 = Above Satisfaction, 3 = Satisfaction, 2 = Below Satisfaction, 1 = Unsatisfactory

1	JOB KNOWLEDGE:				
Unsatisfactory	Below Satisfaction	Satisfactory	Above Satisfaction	Exceptional	
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Unable to perform job due to lack of knowledge, information and understanding.	Needs to acquire additional job knowledge, information and understanding to perform adequately.	Job knowledge, information and understanding is satisfactory for good job performance.	Level of understanding of essential aspects of work and related matters is clearly higher than that possessed by most in this job.	Demonstrates exceptional understanding of and insight into the – essential aspects on work and related matters; recognized by others as a resource person within the unit.	
COMMENTS :					
2	ORGANIZE WORK:				
Unsatisfactory	Below Satisfaction	Satisfactory	Above Satisfaction	Exceptional	
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Unable to plan and organize work; provides little or no leadership by example in organizational matters.	Occasionally requires prodding to ensure that workload is organized properly; workload planning is frequently disordered and haphazard.	Plans and organizes workload properly with infrequent exception.	Works steadily on planning and organizing workload accurately; shows concern for quality of organization.	Consistently puts every possible effort into planning and organizing; absolutely dedicated to perfecting a workload balance for all concerned.	
COMMENTS :					
3	JUDGEMENT/DECISION MAKING ABILITY:				
Unsatisfactory	Below Satisfaction	Satisfactory	Above Satisfaction	Exceptional	
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Fails to make proper decisions or fails to make any decisions, or makes decisions beyond his/her authority.	Frequently fails to make proper decisions or fails to make any decisions, or makes decisions beyond his/her authority.	Makes good decisions; timing and presentation of the decisions are acceptable.	Makes very good decisions; very consistent in all decisions; shows no favoritism to any parties; willing to make the right choices no matter how tough.	Demonstrates an exceptional knack at making exactly the right decision at exactly the right time; presents his/her decisions well to all involved, including those whom the decision may adversely impact.	

COMMENTS:				
4 CAPACITY TO WORK:				
Unsatisfactory ☐ 1	Below Satisfaction ☐ 2	Satisfactory ☐ 3	Above Satisfaction ☐ 4	Exceptional ☐ 5
Requires continual prodding to get the job done; tries to avoid work whenever possible.	Sometimes requires prodding to ensure completion of job duties; tends to waste time or socialize too much.	Performs required job duties without prodding; will perform extra work, when requested; interested in improving service provided by the department	Works steadily on assigned tasks; does extra work willingly; shows concern for providing quality service.	Consistently puts every effort into work; takes initiative to do more than required on appropriate tasks; exceptionally motivated to provide the best possible service.
COMMENTS:				
5 QUALITY OF WORK:				
Unsatisfactory ☐ 1	Below Satisfaction ☐ 2	Satisfactory ☐ 3	Above Satisfaction ☐ 4	Exceptional ☐ 5
Work output seldom accurate, complete and precise; errors and/or omissions are frequent and serious.	Work output sometimes inaccurate, incomplete or imprecise; work contains more errors and/or omissions than normal for the job.	Work normally accurate, complete and precise; minor number of errors and/or omissions.	Work consistently accurate, complete and precise; rarely makes errors and/or omissions.	Invariably exceptional in accuracy, completeness, and preciseness; work is the standard of comparison in the unit.
COMMENTS:				
6 ATTEMPTS TO IMPROVE:				
Unsatisfactory ☐ 1	Below Satisfaction ☐ 2	Satisfactory ☐ 3	Above Satisfaction ☐ 4	Exceptional ☐ 5
Unable or unwilling to receive or respond to critical feedback; unresponsive to suggestions to improve.	Generally unresponsive to criticism; will, if asked, make an effort to improve.	Normally responsive to criticism; interested in trying to correct problem areas identified.	Responds to criticism in a constructive fashion; exhibits more initiative than most in taking steps to correct problem areas identified.	Exhibits openness to critical feedback and constructively discusses ways to improve; follows through on steps recommended to correct problem areas identified.

COMMENTS:

**SECTION B
OVERALL PERFORMANCE RATING**

Rating

1	JOB KNOWLEDGE	
2	ORGANIZE WORK	
3	JUDGEMENT/DECISION MAKING ABILITY	
4	CAPACITY TO WORK	
5	QUALITY OF WORK	
6	ATTEMPS TO IMPROVE	
Score (Calculate each specific skill / 6 = total score)		

SECTION C: GENERAL SKILLS

EVALUATION LEGEND:

5 = Exceptional 4 = Above Satisfaction 3 = Satisfactory 2 = Below Satisfaction 1 = Unsatisfactory

COMMUNICATION - Listen effectiveness. - Give constructive comment - Keep in touch with is team and supervisor. - Respect the norms ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	LEADERSHIP - Productivity at work - Communicate is objectives clearly ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	INTERPERSONNAL RELATION WITH OTHERS - Collaborate with all the members of is team - Communication clear and positive - Encourage ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	
PLANIFICATION AND ORGANISATION - Able to do many tasks in the same time - Get quickly solution of his problem - Attentive to the details - Stay always attentive to the priority - Plan and schedule is time work effectiveness - Always on time ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	CUSTOMER SERVICE -Offer a good customer service inside and outside of the company ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	TEAM WORK - Give is opinion - Encourage others. - Stay positive. - Available ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	
INITIATIVE AND CREATIVITY - Give is ideas - Collaborates with employees and supervisors ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1	TECHNICAL SKILLS - Improve is skills - Try to stay always informed - Knowledge abilities ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1		
SECTION C: OVERALL PERFORMANCE RATING ☐ EXCEPTIONAL ☐ ABOVE SATISFACTION ☐ SATISFACTORY ☐ BELOW SATISFACTION ☐ UNSATISFACTORY			

OVERALL PERFORMANCE RATING

SECTION A :	☐ EXCEPTIONAL (5) ☐ ABOVE SATISFACTION(4) ☐ SATISFACTORY(3) ☐ BELOW SATISFACTION(2) ☐ UNSATISFACTORY(1)	COEFFICIENT 50% X GLOBALE SCORE = EVALUATION COTE		
SECTION B :	☐ EXCEPTIONAL (5) ☐ ABOVE SATISFACTION (4) ☐ SATISFACTORY (3) ☐ BELOW SATISFACTION(2) ☐ UNSATISFACTORY(1)	COEFFICIENT 25% X GLOBALE SCORE = EVALUATION COTE		
SECTION C :	☐ EXCEPTIONAL (5) ☐ ABOVE SATISFACTION (4) ☐ SATISFACTORY (3) ☐ BELOW SATISFACTION(2) ☐ UNSATISFACTORY(1)	COEFFICIENT 25% X GLOBALE SCORE = EVALUATIONCOTE		
TOTAL :				
Unsatisfactory ☐	Needs Improvement ☐	Satisfactory ☐	Above Satisfaction ☐	Exceptional ☐
COMMENT FROM MANAGER:				
COMMENT FROM EMPLOYEE:				

EVALUATOR SIGNATURE:**DATE****EMPLOYEE SIGNATURE:****DATE**