

Employee Evaluation

Employee Name: _____

Supervisor: _____

Date: _____

Please rate the employee by placing a check mark in the appropriate box.

	Superior	Above Average	Average	Below Average	Inferior
How is the employee's attendance?					
How well does the employee carry out instructions and fulfill job expectations?					
How well does the employee act independently?					
How well does the employee pursue or initiate projects for the betterment of programs of the work environment?					
How well does the employee adapt to changing work demands?					
How well does the employee receive new ideas and concepts?					
How well does the employee maintain proper perspectives under changing conditions?					
How well does the employee understand his/her job responsibilities?					
How well does the employee understand policies and procedures?					
How well does the employee demonstrate interest and enthusiasm in his/her job and the work environment?					
How well does the employee carry out job responsibilities					
How well does the employee remain calm and effective in dealing with pressure and crisis situations?					
How well does the employee promote positive attitudes, good work habits, and proper temperament?					
How well does the employee work with co-workers?					
How well does the employee work with members/students?					
How well does employee work with supervisor?					

The employee's strongest skills are: _____

The employee needs to work on: _____

Additional Comments: _____
