

Exempt Salaried Performance Evaluation

Employee Name: _____

Evaluator's Name: _____

Employee Title: _____

Appraisal Period _____

Part 1: Performance Evaluation

Ratings for performance evaluate the degree to which employees used their skills and knowledge in achieving results. Assess *all* employees on each of the factors listed in this section by placing the appropriate rating number in the rating column. Managers are required to substantiate ratings in the *Unsatisfactory* and *Exceptional* ranges.

- 1: Unsatisfactory – Does not perform required tasks. Requires constant supervision.
- 2: Marginal – Needs improvement in quality of work. Completes tasks, but not on time.
- 3: Meets Requirements – Meets basic requirements. Tasks are completed on time.
- 4: Exceeds Requirements – Goes above and beyond expectations.
- 5: Exceptional – Always gets results far beyond what is required.

Job Knowledge Demonstrates a thorough understanding of his/her duties and responsibilities. Integrates knowledge to sufficiently accomplish job requirements. Knows how their functions impact other functions?		
Planning and Organizing: Demonstrates effective time management. Anticipates business needs, plans ahead, effectively organizes work and personnel.		
Decision Making Demonstrates problem solving capabilities. Makes informed, well reasoned decisions in a timely manner.		
Cooperativeness: Consistently supports management decisions. Works harmoniously with others to complete tasks. Serves as an example for others.		
Interpersonal Skills and Relationships Exhibits good interpersonal skills. Develops and fosters professional relationships with co-workers and members. Manages conflict well. Treats others with respect and fairness.		
Quality of Work: Produces accurate, reliable work. Works quickly and efficiently. Meets or exceeds deadlines Works in a thorough and organized manner. Puts forth the effort to achieve goals and objectives under varying circumstances.		
Self-Management Skills Consistently demonstrates adaptability and flexibility in the job. Displays self-confidence in dealing with difficult situations and takes corrective action as required.		
Communication Keeps others informed, as needed, of work progress or problems. Shares information. Communicates well in writing and verbally.		
Leadership Takes an active role in coaching and developing other employees. Fosters teamwork. Encourages others to assume responsibility. Able to anticipate and bring change when needed.		
Attendance and Reliability Meets or exceeds attendance and punctuality expectations. Follows through on assigned tasks through completion. Completes responsibilities with minimal direct supervision.		

Overall Evaluation of Competencies

Please assign an overall rating for the competencies described above by placing an "x" in the appropriate box. You may assign only one rating.

Unsatisfactory	
Marginal	
Meets Requirements	
Exceeds Requirements	
Exceptional	

Notable areas of strength, achievement, and other performance attributes:

Notable areas of needed/potential improvement, development or emphasis to be more effective:

Employee's Comments:

Employee's Goals During next Appraisal Period:

Signatures:

Employee: _____

Supervisor: _____

Date: _____