

Non-Exempt Performance Evaluation

Employee Name: _____

Evaluator's Name: _____

Employee Title: _____

Appraisal Period _____

Part 1: Performance Evaluation

Performance Factors

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. Evaluators 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.

Factor/Criteria	Rating
Job Knowledge: Understands and is knowledgeable of the duties, methods and procedures required by the job	
Work Quality: Completes work assignments in an accurate, prompt, professional manner. Minimizes the amount of rework necessary.	
Accuracy: Identifies and corrects errors. Is careful, alert and accurate, pays attention to details of the job.	
Work Habits: Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Accepts responsibility for job performance.	
Initiative/ Problem Solving/ Decision Making:: Performs with minimal supervision, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical routine decisions.	
Interpersonal Skills: Demonstrates ability to get along with others, is respectful of co-workers, communicates and acts as a team player, promotes teamwork. Responds and acts appropriately to confrontational situations.	
Communication: Openly exchanges information in a timely fashion, knows who to keep informed, listens, understands, uses confidential information with discretion, writes and speaks in a clear, concise manner.	
Attendance and Punctuality: Dependable, arrives at work on time, reports on scheduled days, adheres to meal schedules.	
Time Management: Organizes work well and uses time effectively.	

Overall Performance:

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: _____