

EMPLOYEE PERFORMANCE EVALUATION

NAME		POSITION/TITLE	
HIRE DATE		LOCATION/DEPARTMENT	
EMPLOYMENT STATUS FT PT PD	LAST REVIEW DATE		IMMEDIATE SUPERVISOR
DATE:		TYPE OF REVIEW: ☐ ANNUAL ☐ PROBATIONARY ☐ OTHER	

Instructions for Evaluators

Performance evaluations are conducted by the employee's immediate supervisor at least once every 12 month period or as needed. The goal is to reach a mutual understanding of the standards of performance expected, and an overall performance rating. As the information recorded on this form will become part of the employee's personnel record, and may be used in decisions concerning advancement, future training needs, performance-related salary adjustments or even disciplinary actions, take time to think through and complete all sections.

The performance evaluation process has been divided into two parts, one for the supervisor and one for the employee. Upon receipt of this package, give the employee the self-evaluation form to complete and at the same time schedule a performance meeting within two weeks. Then complete the supervisor's section which has been divided into two sections: Major Job Elements and Performance/Customer Service Factors.

First, list and briefly describe the major elements (duties and responsibilities) of this employee's position. Then, rate this employee's performance of these major job elements and indicate with comments your justification for each rating. **YOU MUST MAKE A COMMENT WHENEVER YOU CHOOSE THE RATING "EXCEEDS EXPECTATIONS" OR "FAR BELOW EXPECTATIONS/UNSATISFACTORY"**. Next, rate this employee's performance on the performance factors listed; again you must justify a high or low grade. Note: you may give a half grade if you feel the performance is between two rating levels. Finally, give an overall rating for this employee's performance and sign the form.

After the review, please make two copies of the performance evaluation; one for your records, the other should be given to the employee. Return the original forms to the Human Resources Department.

Sample Payroll Specialist Performance Review

Robert J. Solomon



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