

Voices for Children Performance Evaluation

Employee _____

Rating Date: _____

Job Title _____

Department _____

Supervisor _____

Annual Special First 90 Days First 6 Months

Definitions of Evaluation Columns:	
Exceptional:	Work Performance is consistently superior to the standard of performance required for the position.
Proficient:	Work Performance is consistent in meeting the standard of performance required for the position.
Needs Development:	Work Performance is consistently below the standard of performance required for the position.
1. Quality of work:	Accuracy, completeness, neatness, thoroughness
2. Quantity of work:	Performs expected volume of work
3. Work Habits:	Care of equipment, organization of work, observation of work hours, safety practices
4. Interpersonal Communication:	Ability to get along with others, effectiveness in dealing with public and employee contacts
5. Initiative:	Resourcefulness; self-reliance, willingness to accept and carry out responsibility
6. Dependability:	Ability to meet deadlines and work independently
7. Attitude:	Interest in work, willingness to meet job requirements and accept suggestions, compliance with rules and regulations
8. Leadership Skills:	Proficiency in training, planning and leadership (Use only if employee directs the work of other employees)

Comments by Supervisor: _____ Attach additional sheet(s)

Supervisor's Signature _____ Title _____ Date _____

Comments to be attached by employee: Yes No [Attach additional sheet(s) if necessary]
 Yes No I request further review of this rating by the Department Director.

EMPLOYEE: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement with the ratings.

Employee's Signature _____ Title _____ Date _____

Manager's Signature _____ Title _____ Date _____