

Employee Performance Evaluation

Employee Name: _____

Evaluation Date: ____/____/____

A. Cooperation

1. Willingness to assist coworkers _____
2. Attitude when work needs to be repeated _____
3. Adaptability when schedule must be changed _____
4. Willingness to work extra hours _____

Comments:

B. Attendance and Punctuality

1. Promptness at the start of the work day _____
2. Attendance record _____
3. Stays as late as necessary (within reason) to complete assignment and/or current activity (not a clock watcher) _____

Days Sick: _____

Days Tardy: _____

Comments:

C. Initiative

1. Sees when something needs to be done and does it _____
2. Seeks help when needed _____
3. Demonstrates a "self-starter" attitude _____
4. Helps out to achieve the overall goals of the farm _____
5. Makes practical, workable suggestions for improvements _____

6. Commitment to self-improvement _____

Comments:

D. Dependability

1. Can be counted on to carry out assignments with careful follow-through and follow-up _____

2. Meets predetermined targets or deadlines _____

3. Can be counted on to overcome obstacles to meet goals _____

4. Can be counted on to adapt to changes as necessary _____

5. Can be counted on for consistent performance _____

6. Is personally accountable for his/her actions _____

Comments:

E. Attitude

1. Offers assistance willingly _____

2. Makes a positive contribution to morale _____

3. Shows sensitivity to and consideration for others' feelings _____

4. Accepts constructive criticism positively _____

5. Shows pride in work _____

Comments:

F. Judgment

1. Demonstrates good judgment in handling routine problems _____

2. Analyzes decisions before implementing them _____

3. Has the ability to work under pressure _____

4. Recognizes deficiencies and seeks help when appropriate ____

Comments:

G. Communications (Written or Oral)

1. Keeps manager and/or coworkers informed of work progress ____

2. Reports necessary information to coworkers ____

3. Keeps and maintains all necessary written information that might be required by a specific assignment ____

Comments:

H. Productivity

1. Work completion is consistently high ____

2. Can be counted on for overtime or extra effort as needed to meet the department's goals ____

3. Makes effective use of resources available to accomplish all assignments, avoiding waste ____

Comments:

I. Interpersonal Relationships

1. Maintains a positive relationship with the management team ____

2. Maintains a positive relationship with other workers ____

3. Listens effectively ____

4. Is a team player and participates with others to accomplish the task at hand ____

Comments:

J. Organizational Skills

1. Performs tasks in an organized and efficient manner ____

2. Handles multiple activities simultaneously _____
3. Makes effective use of time (not merely busy) _____

Comments:

K. Safety

1. Performs activities in a safe manner _____
2. Understands and supports the department safety program/policies _____
3. Encourages safety of others on a regular basis; recognizes unsafe working conditions; suggests new safety standards as appropriate _____

Comments:

1. What creative contributions (new ideas, procedures, etc.) has the employee made in the past year?
2. What new skills has the employee learned or shown improvement in this year?
3. What is the employee's greatest strength or area of contribution to this year?
4. Where could there be improvement in the employee over the next year; what specific training should be considered?
5. What are the employee's personal goals for the next year?

Employee Signature: _____

Supervisor Signature: _____

Comments on the Evaluation Process:

Formal Performance Appraisal Evaluation Form: Ohio State University Fact Sheet. Human Resources, Ohio State University Extension 7 May 2007
<<http://ohioline.osu.edu/hrm-fact/0007.html>>