

## EMPLOYEE PERFORMANCE EVALUATION

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Rater's Name: \_\_\_\_\_

Review Period: \_\_\_\_\_

Check One: \_\_\_\_\_ Probationary

\_\_\_\_\_ Annual

\_\_\_\_\_ Special

Date of Review: \_\_\_\_\_

### RATING ELEMENTS

Rate the employee's performance in each area by using the follow rating key: EE – Exceeds Expectations, AE – Achieves Expectations, FAE – Fails to Achieve Expectations

#### PERFORMANCE OF DUTIES:

Consider the quality, quantity, and timeliness in accomplishing those duties outlined in the employee's position description. Does the employee meet established standards? Does the employee do as much as expected?

#### KNOWLEDGE OF WORK:

Consider the employee's knowledge of what to do and how to do it, ability to organize and schedule work load, awareness of assigned responsibilities. Is the employee also aware of the overall goals of the department?

#### WORK HABITS:

Consider the employee's ability to work without constant supervision, motivation for self-improvement, maintenance and care of equipment, observation of rules and procedures. Is the employee's work area neat and free of safety hazards? Is initiative and interest in work shown?

#### ATTITUDE:

Consider willingness to perform duties, desire to achieve, cooperation with fellow employees and management, acceptance of constructive criticism, adaptability to change and willingness to accept responsibility for their actions.

#### ATTENDANCE:

Consider the employee's adherence to work schedules, punctuality in reporting to work, respect for rest breaks and lunch periods, the proper use of vacation and sick days and other types of leaves. Frequency of authorized and unauthorized absences.

#### SAFETY AND PERFORMANCE:

Consider work performance in regards to safety awareness. Does employee attend safety training, follow relevant best safety practices, procedures and work rules? Does employee wear the required correct Personal Protective Equipment? Does employee take preventive measures to avoid safety incidents?

#### COMMUNITY STANDARDS:

Consider demonstration of a clear understanding of the seven Community Standards and if these behaviors are utilized or exhibited with all constituents of the University.

#### OVERALL EVALUATION:

Consider the ratings for all of the personal and performance elements above. Weigh the employee's total value to his/her department and to Ohio Wesleyan University. MARK OVERALL RATING at left.

### RATER'S COMMENTS

Describe employee's specific accomplishments or new abilities demonstrated since last review, specific areas of improvement needed, or recommendations for additional training or professional development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*I certify that this evaluation has been discussed with me by the rater. I understand that my signature does not necessarily mean I agree with it.*

RATER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_