

ENPOINTE Employee Evaluation

Employee Name:

Job Title:

Department:

Manager:

Review Period: to

Review Date:

Rating:

5 – Outstanding

4 – Exceeds Expectations

3 – Meets Expectations

2 – Below Expectations

1 – Unsatisfactory

KNOWLEDGE

A. Understands and is knowledgeable of the duties, processes and procedures required by his/her job.

B. Understands and is knowledgeable of company's computer systems: Intranet / PrintStream, etc. that apply to his/her job.

C. Understands and is knowledgeable of ISO and company's Quality Policy.

D. Demonstrates continuous learning of new skills.

Comments:

DEPENDABILITY

A. Attendance/Punctuality: Arrives at work on time, promptness in reporting to workstation prior to shift and returning from breaks/lunch.

B. Productivity: Produces required volume of work. Maintains attention to work and meets deadlines.

C. Performs with minimal supervision, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical, routine decisions.

Comments:

ADAPTABILITY

A. Demonstrates ability to adapt and accept changes in job and duties; policies and procedures; shows open, constructive and positive attitude in responding to change.

Comments:

CONTINUOUS IMPROVEMENT / QUALITY

A. Completes work assignments thoroughly and completely in an accurate, prompt, complete and neat manner. Follows SOP.

B. Identifies and corrects errors. Is careful, alert and accurate, paying attention to details of the job.

C. Employee has made suggestions for the continuous improvement of their department, process or work area.

Comments:

TEAMWORK

- A. 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
- B. Employee shares job knowledge with others, is a team player and reflects a genuine spirit and interest in the company.

Comments:

CURRENT INITIATIVES

- A. Indicate the initiatives or programs you are currently working on.
- B. What resources do you need to successfully bring these initiatives to completion?

TRAINING

- A. What training has this employee had since the last review?

- B. Rate effectiveness of the above training:

Comments:

GOALS / OBJECTIVES (to be finalized out at time of review)

A. Progress and Achievements: State what progress has been made relative to the goals set at previous review.

B. Improvement Plan: Set goals.

C. Training activities: What specific steps should be taken to achieve the above?

Comparison: How does this review compare with the last review given to the employee:

☐ N/A – First review ☐ Performance stayed the same ☐ Performance improved ☐ Performance declined

Date of next evaluation:

Evaluator Signature:

Date:

Employee Signature:

Date:

Management Acknowledgement:

Date:

REVIEW PROCEDURE

1. Review employee's work performance for the entire period since last review; refrain from basing entire judgment on recent events or isolated incidents.
2. Contemplate only one performance element at a time; exercise judgment independently from decisions made in appraising other elements.
3. Avoid the tendency to rate an individual's performance as being "Outstanding" when they perform their duties satisfactory (meets expectations). Remember that the fully qualified employee is expected to, and does, perform his/her duties satisfactorily. The employee who is exceptional must have that extra something, which distinguishes him/her from the fully qualified employee.
4. For each question, fill in the box with the appropriate rating and complete any comments as required.
5. Goals are to be filled out with the employee at the time of the review.

RATING:

- | | |
|---------------------------|--|
| 1 – Unsatisfactory: | Performance is below an acceptable level based on job standards and requirements. Mistakes are frequent and constant supervision is required. |
| 2 – Unmet Expectations: | Performance is below expectations and is contributing at the minimum acceptable level. Some requirements are met, but there is need for improvement. |
| 3 – Meets Expectations: | Primary requirements and expectations for the position are being met and job is performed in an acceptable manner. |
| 4 – Exceeds Expectations: | Always meets and frequently exceeds standards and expectations. Rarely needs direction. |
| 5 – Outstanding: | Consistently above standards and expectations. Exceptional motivation. |

REQUIRED: For ratings of 1 or 2, list goals to reach satisfactory performance and comment on problem.
For ratings 4 or 5, list the reasons for giving the high rating.