Logo, company name

Description automatically generated Employee Evaluation

|  |  |  |
| --- | --- | --- |
| Employee Name: | Job Title: | Property: |
| Manager/Supervisor: | Hire Date: | Evaluation Date: |
| Current Rate: | Last Increase Date: | Gracehill Compliance (Y/N): |
| Evaluation Rating: | New Rate: | Effective Date of New Rate: |

*\*Completed by HR*

**Performance Ratings:**

|  |
| --- |
| 7 - Outstanding: Clearly exceeds, by a significant degree, most of the major requirements of the job, while maintaining fully competent performance in the remaining duties. Performance results are clearly outstanding. Employee regularly assumes additional responsibilities beyond those which are required. |
| 6 – Excellent: Usually exceeds, by a significant degree, some of the major requirements of the job, while maintaining fully competent performance in the remaining duties. Employee often assumes additional responsibilities beyond those which are required. |
| 5 – Above Average: The level of performance normally expected of a fully competent employee. Occasionally exceeds the levels of performance called for by the stated duties and responsibilities of the job. |
| 4 - Average: The level of performance normally expected of a fully competent employee. Meets the levels of performance called for by the stated duties and responsibilities of the job. |
| 3 – Below Average: Performance is often below an acceptable level for the duties and responsibilities of the job. |
| 2 - Poor: Performance is below an acceptable level for the duties and responsibilities of the job. |
| 1 – Extremely Poor: Performance is far below an acceptable level for the duties and responsibilities of the job. |

|  |  |  |
| --- | --- | --- |
| Performance Area | Rating 1-7 | Comments and/or Examples (required for ratings above or below average) |
| **Attendance & Punctuality**: Reports on time for work, provides advance notice of need for absence. |  |  |
| **Reliability & Dependability**: Consistently performs at a high level; manages time and workload effectively to meet deadlines. |  |  |
| **Quality of work;** Freedom from errors and mistakes. Accuracy and quality of work in general. |  |  |
| **Communication Skills**: Written and oral communications are clear, organized and effective; listens and comprehends well. |  |  |
| **Judgment & Decision-Making**: Makes thoughtful, and well-reasoned decisions not based on emotions; exercises good judgment, resourcefulness and creativity in problem-solving |  |  |
| **Initiative & Flexibility**: Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes. |  |  |
| **Cooperation & Teamwork**: Respectful of colleagues and makes valuable contributions to help the team. |  |  |
| **Knowledge & Development**: Knowledge of techniques, skills, tools, equipment, materials, products, policies, and procedures. Continually seeks ways to strengthen performance and regularly monitors new developments in field of work. |  |  |

|  |
| --- |
| Performance Goals - Set objectives and outline steps to improve in problem areas or further employee development. |
| 1.  2.  3. |

|  |
| --- |
| Employee Comments (Optional) |
|  |

HR Approval: Date:

Appraiser’s Signature: Date:

Employee’s Signature: Date:

My signature acknowledges that I have received this performance appraisal.