# Job Performance Assessment

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| --- | --- | --- | --- | --- | --- | --- |
| Assessment Date: |  | Due Date: | | | |  |
| Employee Name: |  | | | Employment Date: | |  |
| Employee Position: |  | | Department: | |  | |

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| --- | --- | --- | --- | --- | --- |
|  | New Employee |  | Annual Assessment |  | Probation End |

Ratings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Unsatisfactory | 2 | Below Expectations | 3 | Average |
| 4 | Above Expectations | 5 | Outstanding |  |  |

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| 1. Quality of work, attention to detail, neatness, etc: |  |
| Comments: | |
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| 1. Speed and efficiency of work: |  |
| Comments: | |
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| 1. Communication skills, both with co-workers and customers: |  |
| Comments: | |
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| 1. Job knowledge: |  |
| Comments: | |
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| 1. Job attitude: |  |
| Comments: | |
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| 1. Handling of responsibility and initiative: |  |
| Comments: | |
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| 1. Dependability: |  |
| Comments: | |
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| 1. Punctuality and attendance: |  |
| Comments: | |
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| 1. Personal appearance and self-presentation: |  |
| Comments: | |
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| 1. Health and safety, following of health procedures: |  |
| Comments: | |
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| Goal 1: |  |
| Comments: | |
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| Goal 2: |  |
| Comments: | |
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| Goal 3: |  |
| Comments: | |
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Employee areas of strength include:

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Suggestions for use of strengths:

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Employee areas of weakness include:

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Suggestions for improvement:

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### Overall Performance Assessment

Write the number of ratings for each level, then multiply and enter the total.

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| --- | --- | --- | --- | --- |
| Outstanding | 5 x |  | = |  |
| Above Expectations | 4 x |  | = |  |
| Average | 3 x |  | = |  |
| Below Expectations | 2 x |  | = |  |
| Unsatisfactory | 1 x |  | = |  |
| Total |  | | | |

|  |  |
| --- | --- |
|  | Outstanding (score of 46 to 50) |
|  | Highest possible level of performance, rarely achieved by others, with exceptional results. |
|  | Above Expectations (score of 38 to 45) |
|  | Performance is consistently above average job expectations with highly effective results and little supervision. |
|  | Average (score of 23 to 37) |
|  | Meets job expectations and requirements. Work is accomplished effectively with normal supervision. |
|  | Below Expectations (score of 15 to 22) |
|  | Occasionally performs below job requirements, with sometimes little effectiveness. Requires more supervision. |
|  | Unsatisfactory (score of 10 to 14) |
|  | Consistently performs below expectations, unable to meet requirements and inadequate results. |

### Employee Assessment Review

I have reviewed and received a copy of this report and understand everything in it. I have written my comments below.

Employee Comments

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| --- | --- | --- | --- |
| Employee Signature |  | Date of Review |  |
| Assessor Signature |  | Date of Review |  |
| Department Head Signature |  | Date of Review |  |

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