End Of The Semester Performance Evaluations

Evaluation Period: **Spring 2014**

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

**Students & Supervisor Rating Scale:**

Rank each category based upon how you feel you have performed during this evaluation period. Rank each category using a 1 to 5 scale. Each number represents the following:

**5 Outstanding**: Highest level of performance; this rating is given to any employee who consistently does far more than expected for the position. Numerous objective examples that support the rating are easily identified.

**4 Exceeds Expectations:** This rating is given to an employee who consistently does more than expected for the position. Rating should be easily supported by several objective examples of going beyond job requirements.

**3 Meets Expectations:** This rating is given to an employee who has consistently and fully satisfied the high performance expectations for the specific duties of the employee’s position.

**2 Improvement Needed:** This rating is given to an employee who did not consistently meet performance expectations of the employee’s position. Rating is easily supported by several objective examples.

**1 Unsatisfactory:** This rating is given to an employee who does not meet performance expectations almost ever. Numerous objective examples that support the rating are easily identified.

Your supervisor will total the employee’s score under each category and provide a score out of the total number of points which an employee could have received. Your supervisor will provide adequate and meaningful comments for each category when needed.

At the end of the performance evaluation, your supervisor will provide an overall score including all categories and overall comments (if necessary).

**Job Knowledge**

|  |  |  |
| --- | --- | --- |
| Student’s Score |  | Supervisor’s Score |
|  | Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities |  |
|  | Demonstrates understanding of office fundamentals and procedures |  |
|  | Demonstrates knowledge of copier, scanner, and fax machine |  |
|  | Demonstrates knowledge of laminator |  |

**Employee Comments:**

**Supervisor Comments:**

**Total Score: \_\_\_\_\_ / \_\_\_\_\_**

**Customer Service**

|  |  |  |
| --- | --- | --- |
| Student’s Score |  | Supervisor’s Score |
|  | Greets customers within a timely manner |  |
|  | Shows customers respect when visiting our office |  |
|  | Makes eye contact with customers prior to him or her reaching the front desk |  |
|  | Ability to determine the nature and purpose of a customer’s needs and has the ability to direct him or her to the appropriate person |  |

**Employee Comments:**

**Supervisor Comments:**

**Total Score: \_\_\_\_\_ / \_\_\_\_\_**

**Communication**

|  |  |  |
| --- | --- | --- |
| Student’s Score |  | Supervisor’s Score |
|  | Exhibits good verbal and written communication skills as related to job duties |  |
|  | Ability to effectively and efficiently communicate with co-workers |  |
|  | Exhibits good communication to customers |  |
|  | Ability to listen and understand information or ideas presented |  |
|  | Ability to communicate information and ideas while speaking so others will understand |  |

**Employee Comments:**

**Supervisor Comments:**

**Total Score: \_\_\_\_\_ / \_\_\_\_\_**

**Quality of Work**

|  |  |  |
| --- | --- | --- |
| Student’s Score |  | Supervisor’s Score |
|  | Assures accuracy in the results of the work product |  |
|  | Assures thoroughness in the results of the work product |  |
|  | Assures reliability in the results of the work product |  |

**Employee Comments:**

**Supervisor Comments:**

**Total Score: \_\_\_\_\_ / \_\_\_\_\_**

**General**

|  |  |  |
| --- | --- | --- |
| Student’s Score |  | Supervisor’s Score |
|  | Ability to stay on schedule and the proper use of time |  |
|  | Can be depended on to show up to work on time |  |
|  | Can be depended on to be at work when scheduled |  |
|  | Can be depended on to be present and engaged during work |  |
|  | Is a self-starter |  |
|  | Demonstrates resourcefulness |  |
|  | Ability to maintain a positive and supportive work environment |  |
|  | Exemplified leadership by setting a good behavior example for co-workers |  |
|  | Demonstrates good judgment and ability to determine when to seek help |  |
|  | Ability to accept new and varied work assignments |  |
|  | Keeps personal calls / texting to a minimum |  |
|  | Keeps personal guest interaction to a minimum |  |
|  | Maintains the correct / appropriate dress code |  |

**Employee Comments:**

**Supervisor Comments:**

**Total Score: \_\_\_\_\_ / \_\_\_\_\_**

**Overall Score: \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_**

**Employees Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

**Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**