

Performance Evaluation Form

Name: _____

Review Date: ____/____/____

Position: _____

Hire Date: ____/____/____

Rate performance and provide specific examples to support your rating wherever possible.

Customer Service (how well this employee takes care of our customers)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Personal Appearance (clean, well-groomed, in uniform)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Job Knowledge (all elements of primary job as well as cross-training)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Initiative (willingness to go outside of job description and do what needs doing)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Teamwork (how well this employee works with others)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):

Dependability (works as scheduled, starts on time)

Unsatisfactory Below Average Average Above Average Outstanding

Example(s):
