



# PERFORMANCE EVALUATION

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HIRE DATE \_\_\_\_\_

Levels of Performance	Guideline-Percentile of Satisfactory Performers at NTS
5 Far Exceeds Job Requirements	90-100
4 Exceeds Job Requirements	65-89
3 Meets Job Requirements	35-64
2 Meets Minimum Job Requirements	10-34
1 Marginal Performance	1-9
U Unsatisfactory	On Notice/Must Improve Immediately

<u>Area of Performance</u>	<u>Weight</u>	<u>Rating</u>	<u>Manager's Comments</u>
A. Quality of Work	_____	5 4 3 2 1 U	_____
B. Quantity of Work	_____	5 4 3 2 1 U	_____
C. Leadership	_____	5 4 3 2 1 U	_____
D. Creativity	_____	5 4 3 2 1 U	_____
E. Attendance & Dependability	_____	5 4 3 2 1 U	_____
F. Drive & Endurance	_____	5 4 3 2 1 U	_____
G. Job Knowledge	_____	5 4 3 2 1 U	_____
H. Refining Job Efficiency/ Technology	_____	5 4 3 2 1 U	_____
I. Organization & Orderliness	_____	5 4 3 2 1 U	_____
J. Contribution to Overall Company	_____	5 4 3 2 1 U	_____
K. Other Specific Objectives/ Functions to be Evaluated (See Attachment)	_____	5 4 3 2 1 U	_____
<b>OVERALL EVALUATION</b>	_____	5 4 3 2 1 U	_____

**STRENGTHS**

**AREAS FOR IMPROVEMENT**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

MANAGER'S SUMMARY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A. IMPORTANT JOB OBJECTIVES FOR NEXT EVALUATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. EMPLOYEE'S CAREER OBJECTIVES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. PLANS FOR TRAINING, DEVELOPING AND COACHING TO REACH OBJECTIVES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEE'S COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please forward the original of this completed evaluation to the Human Resources Dept.*