

Programs for Infants and Children, Inc.

Annual Employee Performance Evaluation (Support Staff)

Employee Name: _____ Job Title: _____

Evaluator: _____ Date Evaluation Completed: _____

Job Knowledge Technical knowledge and skills, analytical ability, problem solving skills.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Verbal & written communication skills. Listening skills. Communication is clear, concise, and courteous.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills Works harmoniously and effectively with peers, supervisors, and public. Cooperative. Team player.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative Works independently, solves problems, and assumes additional responsibilities.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability Adjusts to a variety of situations. Flexible to changes.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work Accuracy, neatness, thoroughness, completeness of work.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work Work output, speed, timeliness, and consistency. Work habits.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability Reliable. Completes assignments and meets deadlines. Punctual. Attendance.	Exceptional	Exceeds Objectives	Expected Performance	Marginal/Needs Improvement	Unsatisfactory
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of strengths and accomplishments

Areas for improvement growth:

Professional growth plan and/or learning opportunities for next review period:

Employee Comments:

Employee's acknowledgment: the contents of this evaluation have been reviewed with me. (A signature does not indicate agreement with the contents of this evaluation only that it has been read and discussed with the supervisor.)

Supervisor's Signature

Date

Employee's Signature

Date

Definition of Performance Ratings:

Exceptional Employee consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.

Exceed Objectives Employee exceeds performance objectives on a regular basis. Employee is making a valuable contribution to the company. Errors are infrequent and are typically detected and corrected by the employee.

Expected Performance Employee consistently meets but does not exceed performance objectives. Employee is fully competent and is satisfactorily performing the job.

Marginal/Needs Improvement Employee does not adequately accomplish objectives nor fulfill all responsibilities; must improve performance within a designated time period. Or, the employee is new to the position and tasks presently assigned are adequately performed as expected.

Unsatisfactory Unacceptable performance; below expectations. Employee does not accomplish most or all position objectives.