

PERFORMANCE EVALUATION

MAIL TO:

TRACY STEIN MANAGEMENT SERVICES, INC.
PO BOX 580631
ELK GROVE, CA 95758

EMPLOYEE NAME

DATE OF EVALUATION

TITLE

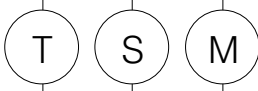
DATE OF HIRE

EVALUATOR

RELATIONSHIP TO CONSUMER

AS YOU COMPLETE THIS PERFORMANCE EVALUATION, USE THE FOLLOWING SCALE AS A GUIDELINE FOR RATING EACH CATEGORY:

- 5 = OUTSTANDING:** PERFORMANCE WELL BEYOND EXPECTATIONS; POSITIVE ATTITUDE REFLECTING A KEEN INTEREST IN EXCELLENCE AND EXCEEDING COMPANY GOALS.
- 4 = ABOVE EXPECTATIONS:** PERFORMANCE ABOVE AVERAGE; ATTITUDE CONSTANTLY REFLECTS INTEREST IN IMPROVING AND ATTAINING A HIGHER LEVEL OF ACHIEVEMENT FOR SELF AND COMPANY.
- 3 = MEETS EXPECTATIONS:** PERFORMANCE AT AVERAGE LEVEL; SOME INTEREST IN IMPROVING AND POSITIVE ATTITUDE ABOUT THE JOB AND THE COMPANY.
- 2 = BELOW EXPECTATIONS:** PERFORMANCE IS BELOW AVERAGE; ATTITUDE REFLECTS LITTLE CONCERN FOR IMPROVING.
- 1 = UNSATISFACTORY:** PERFORMANCE IS UNACCEPTABLE; NEGATIVE ATTITUDE ABOUT THE JOB AND THE COMPANY.



PERFORMANCE EVALUATION

CRITERIA

5 4 3 2 1

PERFORMANCE

COMPLETES TASKS ON TIME.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK QUALITY.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTIVITY.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKS INDEPENDENTLY.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATION

REPORTS TO PROPER SUPERVISOR(S).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNDERSTANDS INSTRUCTIONS EASILY.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERPERSONAL SKILLS

WORKING RELATIONSHIP WITH OTHERS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONSHIP WITH CUSTOMERS/CLIENTS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONSHIP WITH SUPERVISOR.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTENDANCE

PUNCTUALITY.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENTEEISM.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL ATTENDANCE RECORD.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY COMPLIANCE

ATTENDS SAFETY MEETINGS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEEPS WORKPLACE IN SAFE CONDITION.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUTS SAFETY OVER PRODUCTION.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILLS

MEETS JOB REQUIREMENTS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLIES KNOWLEDGE/SKILLS TO JOB.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDS TO KNOWLEDGE AND SKILLS.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATOR'S COMMENTS:

1. HAS THE EMPLOYEE MET GOALS SET DURING LAST EVALUATION?:

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PERFORMANCE EVALUATION

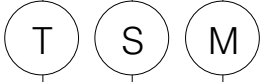
EVALUATOR'S COMMENTS CONTINUED:

2. IN WHAT SPECIFIC AREAS, IF ANY, HAS THE EMPLOYEE EXCELLED SINCE LAST EVALUATION?:

3. IN WHAT SPECIFIC AREAS DOES THE EMPLOYEE NEED IMPROVEMENT?:

4. WHAT GOALS SHOULD THE EMPLOYEE PLAN TO MEET BEFORE THE NEXT SCHEDULED EVALUATION?:

5. OTHER COMMENTS?:



PERFORMANCE EVALUATION

EMPLOYEE'S COMMENTS:

1. WHAT COULD THE COMPANY DO TO BETTER USE YOUR SKILLS AND STRENGTHS?:

2. WHAT AREAS DO YOU NEED IMPROVEMENT IN, AND WHAT STEPS WILL YOU TAKE TO IMPROVE?:

3. OTHER COMMENTS?:

SIGNATURES:

CO-EMPLOYER

EMPLOYEE