

Employee Performance Evaluation Template

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A template which may be useful for doing a Employee Performance Evaluation

Employee Name: _____

Evaluation Date: ____/____/____

A. Belongingness

1. Willingness to assist peers _____
2. Attitude when work needs to be duplicated _____
3. Adaptability when schedule must be reworked _____
4. Willingness to put extra time to complete a job _____

Comments:

B. Timeliness and involvement

1. Promptness at the start of the work day of a project _____
2. Involvement to take accountability in completing the assigned task in time
3. Completion of projects/deliverables before due date _____
4. Missed targets _____

Comments:

C. Self Initiative

1. Waits for job to come to him/her _____
2. Seeks support when required _____
3. Self-starter attitude _____
4. Helps out to achieve the overall goals of the team _____
5. Involve himself/herself for proactiveness in providing, workable suggestions for improvements _____

Comments:

D. Dependability

1. Can be counted on to carry out assignments with careful follow-through and follow-up _____
2. Meets predetermined targets or deadlines _____
3. Can be counted on to overcome obstacles to meet goals _____
4. Can be counted on to adapt to changes as necessary _____

Comments:

E. Attitude

1. Shows sensitivity to and consideration for others' feelings _____
2. Accepts constructive criticism positively _____
3. Shows pride in work _____

Comments:

F. Decision making

1. Demonstrates good judgment in handling routine problems _____
2. Analytical before implementation _____
3. Capability to work under pressure _____
4. Recognizes deficiencies and seeks help when appropriate _____

Comments:

G. Appropriate Job Skills

1. Has appropriate job knowledge _____
2. Has appropriate skills _____
3. Where new ideas or technologies are introduced, is able to learn and use them appropriately _____

Comments:

H. Communications (Written or Oral)

1. Keeps other informed _____
2. High reporting skills _____
3. Keeps and maintains all necessary written information that might be required by a specific assignment _____

Comments:

I. Productivity

1. Work completion is consistently high _____
2. Makes effective use of resources available to accomplish all assignments, avoiding waste _____

Comments:

J. Interpersonal Relationships

1. Maintains a positive relationship with the management team _____
2. Maintains a positive relationship with other workers _____
3. Listens effectively _____
4. Is a team player and participates with others to accomplish the task at hand _____

Comments:

K. Organizational Skills

1. Performs tasks in an organized and efficient manner _____
2. Handles multiple activities simultaneously _____
3. Makes effective use of time _____

Comments:

L. Safety

1. Performs activities in a safe manner _____
2. Encourages safety of others on a regular basis; recognizes unsafe working conditions; suggests new safety standards as appropriate _____

Comments:

Final Observations

- 1. Innovation made by the employee during the year
- 2. Skills acquired and competency developed during year
- 3. Comprehensive strength and area of contribution to achieve the organization goal
- 4. Development program needed for the employee
- 5. What are the employee's personal goals for the next year?

Final Comments

Evaluating Manager's signature: _____

Date

Employee's signature : _____

Date

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