PEEC Staff Evaluation

Employee Name:

Hire Date:

Evaluation Date:

Previous Year Goals:

1..

2.

3.

Evaluation Scale:

* Exemplary (4): Employee performs at a level that results in significant accomplishments that may not have been otherwise achieved.
* Solid Sustained (3): Employee demonstrates good solid performance in managing work expectations; exhibits sustained support of organizational goals.
* Achieves most (2.5) or some (2) Performance Standards
* Does Not Achieve Performance Standards (1)

Coming Year Goals:

1.

2.

3.

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attributes to be Evaluated

**Initiative and Creativity**: Extent to which you develop constructive and creative suggestions to meet goals. Extent to which you are willing to seek new approaches, challenges and responsibilities. Extent to which you demonstrate the capacity to originate action and energy to maintain active attempts to achieve goals.

Rating:

Comments:

**Planning and Organization:** Extent to which your work is thorough, effective, and accurate. Extent to which you meet deadlines, manage resources, and balance tasks and priorities.

Rating:

Comments:

**Communication:** Extent to which you respond positively to directions, adapt well to changes, effectively convey information and express yourself clearly and effectively in writing and speaking.

Rating:

Comments:

**Attitude and Dependability:** Extent to which you present a positive image of PEEC to the public, and are cooperative and helpful to others.  Extent to which you demonstrate tact, and courtesy, and offer respectful but straightforward and honest feedback to coworkers and supervisors.  Extent to which you are reliable, conscientious, and dependable.

Rating:

Comments: