# Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Yearly Evaluation**

## Employee Section:

* Three Goals you have achieved:
* Three things administration can help you with:

Additional learning needs you have:

Have you met any obstacles in adhering to your job description?

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be filled out by supervisor and employee:**

## Supervisor, score each item as

**1**=Satisfactory **2**=Needs Improvement

Add comments as needed.

## Job Knowledge (*Employee has a good understanding of job functions and is on target per training schedule*):

## *Employee Comments:*

Goal(s)

## 2.Quality of Work (*As expected for timeframe*):

## *Employee Comments:*

Goals(s)

3. Interpersonal Skills (*Respectful, sensitive, confidential in working with customers and co-workers*):

*Employee Comments*:

Goals(s)

1. Overall Work Attitude (*Enthusiasm and commitment to job assignments, team members*):

## *Employee Comments:*

Goal(s)

1. Job Initiative (*Self-starter, seeks additional responsibility, problem solver*):

*Employee Comments:*

Goals(s)

1. Judgment (*Ability to discern, good problem solving/decision skills*):

*Employee Comments:*

Goal(s)

1. Attendance (*Dependable, reports to work as scheduled*):

## *Employee Comments:*

Goal(s)

1. Punctuality (*Timely arrival and departure*):

## Employee *Comments:*

## Goal(s)

Plan(s) for improving any unsatisfactory rating:

Additional Comments:

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**