



LOCATION/DEPARTMENT

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE'S NAME		POSITION/TITLE	EVALUATION PERIOD FROM/TO	EVALUATION DATE
PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)			RATING
1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *
2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS.				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *
3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS.				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *
4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, COMMUNITY, AND MEMBERS SERVED.				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *
5. SUPERVISORY SKILLS (supervisors) TRAINING/DIRECTING STAFF, DELEGATION, EVALUATING STAFF, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE.				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *
6. OPTIONAL FACTOR				<input type="checkbox"/> OUTSTANDING *
				<input type="checkbox"/> EXCEEDS EXPECTATIONS
				<input type="checkbox"/> MEETS EXPECTATIONS
				<input type="checkbox"/> NEEDS IMPROVEMENT
				<input type="checkbox"/> UNSATISFACTORY *

OVERALL RATING:

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING * – The employee has exceeded all the performance expectations for this factor and has made many significant contributions to the efficiency and economy of Connections Credit Union through such performance.

EXCEEDS EXPECTATIONS – The employee regularly works beyond majority of performance expectations of this factor and has made many significant contributions to the efficiency and economy of Connections Credit Union through such performance.

MEETS EXPECTATIONS – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of Connections Credit Union.

NEEDS IMPROVEMENT – The employee has failed to meet one or more of the significant performance expectations for this factor.

UNSATISFACTORY * – The employee has failed to meet the performance expectations for this factor.

** Give specific examples of this employee's performance.*

<input type="checkbox"/> OUTSTANDING *
<input type="checkbox"/> EXCEEDS EXPECTATIONS
<input type="checkbox"/> MEETS EXPECTATIONS
<input type="checkbox"/> NEEDS IMPROVEMENT
<input type="checkbox"/> UNSATISFACTORY *

7. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)			
8. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD			
9. TRAINING AND DEVELOPMENT SUGGESTIONS			
10. ATTENDANCE (Supervisors Comments)			
11. PERFORMANCE IMPROVEMENT PLAN/PERFORMANCE DEVELOPMENT PLAN (open or closed)			
EVALUATOR'S NAME (Print or Type)	EVALUATOR'S TITLE	EVALUATOR'S SIGNATURE	DATE EVALUATED
EMPLOYEE'S COMMENTS -			
This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.		EMPLOYEE'S SIGNATURE	DATE SIGNED
HUMAN RESOURCES COMMENTS -			
HUMAN RESOURCES NAME (Print or Type)	HUMAN RESOURCES SIGNATURE *		DATE SIGNED

*A copy of the signed evaluation for will be provided to the employee upon request.