EMPLOYEE PERFORMANCE ASSESSMENT

Employee: _____ Employee's Position: _____

Employer: _____ Evaluator: _____

Instructions: The immediate supervisor should evaluate the employee. Additional comments are particularly helpful to the employee.

PLEASE CIRCLE:

Attitude Towards Work:

Very Good
Average
Needs Improvement
N/A

Communication Skills:

A. Oral
Very Good
Average
Needs Improvement
A. Written
Very Good
Average
Needs Improvement

Safety Procedures:

(Where applicable)
Satisfactory
Unsatisfactory

Attendance:

Reliable
Needs Improvement
Unreliable

Quality of Work:

Above Average
Average
Below Average

Organization & Planning:

Able to manage time
Adequate
Disorganized, fails to plan

Relations With Others:

Works well with others
Gets along satisfactorily
Has difficulty working with others
N/A

Judgement:

Above average in making decisions
Usually makes the right decision
Often uses poor judgement
Consistently uses bad judgement

Initiative:

Self Starter (seeks work)
Goes ahead independently at times
Does all assigned work
Hesitates
Lacks Motivation

Overall Performance:

Excellent
Good
Average
Below Average

Government of Saskatchewan