



GENERAL PERFORMANCE EVALUATION

EMPLOYEE NAME	
JOB TITLE	
DATE	

EVALUATION FACTORS		Satisfactory	Adequate	Needs Improvement
Dedication	Reports to work on time			
	Uses time constructively			
Performance	Good working knowledge of job assignment			
	Organizes and performs work in a timely, professional manner			
Cooperation	Willingly accepts work assignments			
	Willingly accepts changes in assignments not directly related to job			
Initiative	Performs assignments with little or no supervision, even under pressure			
	Quickly reacts to help fellow employees			
	Strives to meet deadlines.			
Communications	Communicates clearly and intelligently in person and during telephone contacts			
Teamwork	Works well with fellow employees			
Character	Accepts constructive criticism without unfavorable responses			
	Trustworthy & Reliable			
Responsivness	Handles stressful situations with tact			
Personality	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees			
Appearance	Well groomed, clean and neat			
	Dresses appropriately for work			
Work Habits	Maintains neat and orderly workstation			
	Maintains neat and orderly paperwork			

COMMENTS/RECOMENDATIONS

THIS PERFORMANCE EVALUATION HAS BEEN REVIEWED WITH ME AND I UNDERSTANT THAT I MAY ATTACH MY COMMENTS, IF DESIRED

EMPLOYEE SIGNATURE

DATE

EVALUATOR (Print Name)

DATE

EVALUATOR (Signature)