Hoopla Employee Evaluation Form

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Excitement Delivered to You

Employee:_____ Position of Employee:_____

Supervisor:_____ Evaluation Period:_____to_____

Performance Criteria	Unsatisfactory ★	Below Expectations ★★	Meets Expectations ★★★	Exceeds Expectations ★★★★	Outstanding ★★★★★	Employee Total	Supervisor Total
Quality of Work • Accuracy & Neatness • Work is in order & Complete • Productive • Follows instructions	• Work is messy and contains errors • Work is often incomplete • Produces little to no work • Rarely follows instructions	• Work is poor quality and needs revision • Work is sometimes incomplete • Produces work • Sometimes follows instructions	• Work meets quality expected • Work is mostly complete • Produces expected amount of work • Follows instructions like instructed	• Work is consistently neat and accurate • Work is consistently complete • Produces good work • Follows instructions throughly	• Work is always impeccable • Work is always complete • Produces spectacular work • Always follows full instructions		
Time Management • Uses time wisely • Always on task • Quick to start work • Ahead of their tasks	• Time not used wisely • Rarely on task • Does not work • Rarely finishes work	• Time was used very little • Sometimes on task • Works but requires monitoring • Barely finishes work	• Time is used • On task • Starts work when told so • Finishes work mostly on time	•Consistently manages time effectively •Consistently on task • Consistent to start work •Consistently finishes work on time	• Time is used productively • Always on task and encourages others to do so as well •Works right away without being told so •Always finishes work ahead of time		
Attendance and Punctuality • On time for work • Attends everyday	• Often late to work • Excessive absents (5)	• Late more than once or twice • Excessive absents(3)	•Late once or twice or less • Has 1 or less absence	•No tardies • No absences	•Always on time often •Always at work often and puts in extra time on off hours		
Interpersonal Skills • Contributes to the department • Works well with others • Helps others who are behind in work • Promotes company goodwill	•Rarely contributes to the department •Often has problems with other employees •Provides no help to their employees falling behind in their tasks •Rarely promotes company goodwill	• Little to no contribution to the department • Sometimes has problems with other employees • Provides little help to their employees • Sometimes promotes company goodwill	•Contributes to the department •Works with others •Provides help when asked •Mostly promotes their company goodwill	•Consistently contributes to the department • Consistent team player •Consistently provides help to employees •Consistently promotes their company goodwill	•Contributes to the department and company •Supports everyone actively •Provides help to their fellow department co-workers •Outstanding ambassador of the company		
Attitude •Maintains a positive disposition • Seeks to build bonds and friendships • Encourages others • Complies with company rules(Phone/Music)	•Often has a negative attitude •Often creates conflict with other employees •Rarely encourages employees •Often disobeyed a company policies	•Sometimes has a negative attitude •Sometimes has created conflict with other employees •Sometimes ecourages others •Sometimes disobeys company policies	•Has a positive attitude • Consistently builds bonds with their co-workers •Encourages others •Compliant with company policies	•Consistent positive attitude •Consistently builds bonds with employees in the company •Encourages employees •Consistent with company policies	•Positive attitude and is a role model for others •Actively build bonds with everyone •Always encourages employees •Actively supports company policies		

Comments:	Total Score /25

☐ **Option 1: 23-25 Outstanding**   **5% Pay increase in monthly salary**
☐ **Option 2: 20-22 Exceeds Expectations** **3% Pay increase in monthly salary**
☐ **Option 3: 15-19 Meets Expectations**   **1% Pay increase in monthly salary**
☐ **Option 4: 8-14 Below Expectations**   **1 month re-evaluation to improve for 1% pay increase**
☐ **Option 5: 0-7 Unsatisfactory**   **1 month re-evaluation to improve or termination**