



Employee Name: _____ **Department:** _____

Performance Ratings:

Compensation/ Intervention

Result

★ Unsatisfactory (0-1.59)	No pay increase, Reevaluate in a month, Need to meet expectations
★★ Needs Improvement (1.6-2.5)	No pay increase, Reevaluate in one month,
★★★ Below Expectations (2.51-3.)	Reevaluate in a month, 1% pay increase if expectations are met
★★★★ Meets Expectations (3.1-4.25)	3% pay increase in monthly salary
★★★★★ Exceeds Expectations (4.26+)	5% pay increase in monthly salary

Performance criteria	Unsatisfactory ★	Needs Improvement ★★	Below Expectations ★★★	Meets Expectations ★★★★	Exceeds Expectations ★★★★★	Employee	Supervisor
Productivity: They are working at a reasonable pace and are able to complete job assignments.	Does not complete assignments nor use time efficiently. Often off task.	Works at a slow pace and does not manage time wisely.	Struggles completing work and work is sometimes late or incomplete.	Completes work on time and uses time wisely.	Is often ahead of schedule and reliable. Goes above and beyond. Helps others when they accomplish their own work.		
Attendance: Employees are on time everyday and are not absent.	Has 3 or more tardies or absences. Does not attend work events.	Has 2 or more tardies. Limited attendance to work events.	Has 1 tardy and or absence and has limited attendance to work events.	Has no tardies or absences. Attends work events.	Has no absences or tardies and attends every work event. Often puts in extra time to support company.		
Work Ethic: Focus on their work and required tasks and expectations.	Shows no desire to work. Does not focus and is non compliant when given a task.	Low motivation to work most of the time when given work to do. Often off task when working. Is on phone or social media.	Below motivation most of the time. Is sometimes off task when working. Off task on phone or social media.	Is on task most of the time. Has good work habits.	Works for pride and has intrinsic motivation. Never complains about work and attempts to keep others on task when working.		
Teamwork: They are able to be a team player and work well with their department.	Isolates themselves. Does not function as a team member nor do they work with their department.	Work with some people but does not support their team.	Sometimes does work to support the team.	Works well with their department and coworkers. Supportive of company.	Works extremely well with everyone and knows when it's an appropriate time to share their ideas.		
Attitude: Employee enters with a positive attitude and mindset. They are able to show Respect for Others, Infectious Enthusiasm, Commitment to the Job, Innovative Ideas, and Helpfulness.	Has poor attitude, shows no respect for others, is not committed to the job, and is not helpful to others. They do not introduce new innovative ideas.	They are not committed to the job, and are not helpful to others. Show little to no respect for others. They do not introduce new innovative ideas.	Is helpful within their department but, will rarely contribute new ideas. Show minimum respect for others. They are committed to the job but do not show Enthusiasm for the job.	Works well with everyone, is committed to their job and for the most part will show Enthusiasm. Show respect for others. They are helpful and will introduce innovative ideas.	Works well with everyone, is committed to their job while showing Enthusiasm. Respects everyone and is an example to others. They are helpful and introduce innovative ideas.		
Comments:					Average Score:		

Employee Signature

Date

Supervisor Signature

Date