
Name of Business

EMPLOYEE PERFORMANCE EVALUATION

Employee Name (First, MI, Last): _____

Job Title: _____

Date: _____

Job Performance From: _____ To: _____

RATER'S SCALE

(Measurement of employees' performance)

- 4 Exceeds Standards – Objectives always achieved above job requirements.
- 3 Frequently Meets Expectations – Minimal supervision required; consistently meets job requirements.
- 2 Satisfactory – Normal guidance & supervision required. Job requirements performed satisfactorily.
- 1 Needs Some Improvement - Supervision often necessary. Fails to meet job requirements in several areas.

N/A: Not Applicable.