

SAMPLE NEW EMPLOYEE PERFORMANCE EVALUATION

This sample is designed to show a typical format for a new employee performance evaluation form and is not designed to represent a specific job. All performance evaluation forms should be customized to your company's specification. As shown below, forms should include an explanation of the rating scale used for evaluation.

Name:		Title:	
Department:		Date of Hire:	Review Date:
Ratings			
Exceeds	Performs beyond requirements of the objective. Work performance is consistently effective. There are no weaknesses in performing the major areas of responsibility.		
Meets	Work performance is what is expected of a fully qualified and experienced person in the position or an employee who is learning the responsibilities of a new position. Major areas of responsibility are performed in an acceptable manner.		
Fails to Meet	Work performance consistently fails to meet the requirements of the objective. Work performance on most major areas of responsibility is inadequate. Employee has been on the job long enough to have shown better performance.		
Performance Measures			
Measurement	Comments	Ratings	
<i>Use this section to focus on how the job is performed including skills and behaviors. If part of a factor does not apply, ignore that part of the definition. Expand the definition if necessary.</i>	<i>Use this section to give examples which support your rating of the measurement.</i>	<ul style="list-style-type: none"> ▪ Exceeds ▪ Meets ▪ Fails to Meet ▪ Not Applicable 	
JOB KNOWLEDGE: <i>Demonstrates knowledge of job responsibilities, procedures, systems and data critical to the job; employee has appropriate technical skills and knowledge to perform in job.</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	
EFFICIENCY: <i>Completes work within established time frames, at acceptable levels and free of errors; adheres to established standards.</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	
INITIATIVE: <i>Continually looks for ways to improve processes and procedures; suggests and implements solutions to problems on own; volunteers for additional assignments.</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	

Measurement	Comments	Ratings	
COMMUNICATION: <i>Shares/expresses information in clear and concise manner; actively listens and provides appropriate feedback.</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	
INTERNAL CUSTOMERS: <i>Recognizes internal customers; works to set and meet requirements; anticipates and responds to customers' needs</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	
EXTERNAL CUSTOMERS: <i>Reflects company in positive and professional manner; anticipates and responds to customers' needs.</i>		<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Fails to Meet <input type="checkbox"/> Not Applicable	
Summary of Employee Strengths:			
Plans for Development Outline developmental activities for the employee, such as training, special assignments, etc., which address development needs in the current position.			
Development Activity	Resources Needed	Start Date	End date
Date for follow-up meeting:			
_____		_____	
Employee Signature		Date	
_____		_____	
Next Level Manager		Date	
Employee signature indicates that performance has been discussed with employee, but may not imply agreement.			