

SEE INSTRUCTION ON SECOND PAGE OF FORM
EMPLOYEE PERFORMANCE EVALUATION

NON-EXEMPT

NAME		POSITION TITLE		DATE
LOCATION		DEPARTMENT	DIVISION	
EVALUATING OFFICER	REVIEWING SUPERVISOR	DATE PRESENT POSITION	DATE LAST REVIEW	
CHECK ONE	PROBATION <input type="checkbox"/>	SEMI-ANNUAL <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	OTHER (EXPLAIN) <input type="checkbox"/>
				CHECK APPLICABLE BOX
A. PERFORMANCE CHARACTERISTICS:				U F G E O
KNOWLEDGE OF JOB - A CLEAR UNDERSTANDING OF THE FACTS OR FACTORS PERTINENT TO JOB COMMENTS:				
QUALITY OF WORK - THOROUGHNESS, ACCURACY AND NEATNESS OF WORK COMMENTS:				
PRODUCTIVITY - DEMONSTRATED ACCOMPLISHMENTS, VOLUME OF WORK COMMENTS:				
DEPENDABILITY - CONSCIENTIOUS, RESPONSIBLE, RELIABLE WITH RESPECT TO ATTENDANCE, WORK COMPLETION. COMMENTS:				
COOPERATION - ABILITY AND WILLINGNESS TO WORK WITH ASSOCIATES, SUPERVISORS AND OTHERS. COMMENTS:				
SAFETY PRACTICE - PRACTICES GOOD SAFETY HABITS. COMMENTS:				
OVERALL RATING BASED ON ABOVE	DOCUMENTATION REQUIRED			
	<input type="checkbox"/> UNSATISFACTORY	<input type="checkbox"/> FAIR	<input type="checkbox"/> GOOD	<input type="checkbox"/> EXCELLENT
	<input type="checkbox"/> OUTSTANDING			
B. DEVELOPMENT PLAN FOR IMPROVEMENT (IF APPROPRIATE)				
C. EMPLOYEE COMMENTS:				
SIGNATURES		EMPLOYEE SIGNATURE		DATE
EVALUATING OFFICER SIGNATURE	DATE	REVIEWING SUPERVISOR SIGNATURE	DATE	

INSTRUCTIONS

Complete Form No. 094-1385 (03/05) for all non-exempt and non-represented hourly employees as follows:

1. **PROBATION** - Review each probationary employ every 30 days.
2. **SEMI-ANNUAL** - Midyear review to evaluate progress of employee may be performed if an employee receives and unfavorable evaluation.
3. **ANNUAL REVIEW** - All employees are reviewed once a year during their anniversary month. (The month in which the employee assumed his current position.)
4. **OTHER** - When performance falls considerably below standard, and probationary status or disciplinary action is considered or when special achievement is to be noted.

SUPERVISOR - Complete Section A "Performance Characteristic" indicate the level of performance for each characteristic by checking the appropriate box, and B "Development Plan for Improvement."

EMPLOYEE - Complete Section C "Employee Comments."

DEFINITION FOR RATING TO BE APPLIED:

- "U" - Unsatisfactory -Many job tasks unrealized or many tasks not performed. (You must attach supporting documentation.)
- "F" - Fair (Below Standard) -Accomplished some jog tasks or performed some tasks assigned or performed with ability.
- "G" - Good (Standard) -Accomplished substantially all job tasks or performed all tasks assigned.
- "E" - Excellent (Above Standard) -Accomplished all job tasks or performed all tasks and excelled in some (You must attach supporting documentation.)
- "O" - Outstanding -Accomplished all job tasks or performed all tasks and excelled in a substantial manner. (You must attach supporting documentation)

ESTIMATE OF EMPLOYEE'S ALL-AROUND PERFORMANCE - Check the box which most adequately describes overall performance. Keep in mind that in spite of some individual Performance Characteristic being either exemplary or poor, his overall performance may be somewhat different.

B. DEVELOPMENT PLAN - Recognizing the incumbent's strengths, weaknesses and potential, indicate plans for future development the employee can pursue for self improvement.

C. EMPLOYEE COMMENTS - Employees should describe how well they feel they are progressing and area(s) in which they require training and/or assistance.

APPROVALS: The Performance Evaluation is reviewed by at least one level of supervision above the evaluating officer. Further reviews are to be at the discretion of the department head or higher management.