



## PERFORMANCE EVALUATION FOR NON-EXEMPT STAFF

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_

- Use a current job description.
- Rate the employee's level of performance, using the definitions below.
- Give an overall rating in the space provided, using the definitions below as a guide.
- Review with employee each rating used to evaluate his/her work performance.

### Performance Rating Definitions:

The following ratings must be used to ensure commonality of language and consistency on overall ratings. Supporting comments are required to justify all ratings other than "Meets Requirements."

**Outstanding:** Work performance that is consistently superior and is seldom equaled in overall contribution. This is reflected by accomplishments well beyond expectations. These conditions exist on a continual rather than occasional basis. **Provide justification in comment section.**

**Exceeds Requirements:** Work performance exceeds specific job requirements in most areas of responsibility. Accomplishments are above expected levels, and employee sustains uniformly high performance. **Provide justification in comment section.**

**Meets Requirements:** Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid and fully competent in all aspects of job content and expectations.

**Needs Improvement:** Work performance that sometimes fails to meet the standards for the tasks. Performance is below minimum job requirements; improvement is essential. **Provide justification in comment section.**

**Unsatisfactory:** Work performance fails to meet the standards for the tasks. Improvement is required within a specified period to maintain employment. **Provide justification in comment section.**





<p>Personal Appearance – Consider the employee’s neatness and personal hygiene, appropriate to the position.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Requirements</p> <p>Meets Requirements</p> <p>Needs Improvement</p> <p>Unsatisfactory</p> <p>Not Applicable</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Safety – Consider the individual’s work habits and attitudes as they apply to working safely. Consider his or her contribution to accident prevention, safety awareness, ability to care for equipment, and keep workspace safe &amp; neat.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Requirements</p> <p>Meets Requirements</p> <p>Needs Improvement</p> <p>Unsatisfactory</p> <p>Not Applicable</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Overall Performance Rating – Consider all factors carefully, giving most weight to the most important factors in the job. Rate employee’s overall performance during the evaluation period.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Requirements</p> <p>Meets Requirements</p> <p>Needs Improvement</p> <p>Unsatisfactory</p> <p>Not Applicable</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Plans for Improvement:

Plan of Action to improve performance in areas rated as “Needs Improvement” or “Unsatisfactory.”

Employee Development Goals:

Specific areas to enhance job accomplishment or promotability.

Employee Comments:

\_\_\_\_\_  
Evaluated By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Signature does not indicate agreement with review. It means only that employee was given the opportunity to discuss the review with the supervisor.