



Employee Job Performance Short Form Evaluation

<p style="text-align: right; margin: 0;"><i>HR Use Only:</i></p> <p><input type="checkbox"/> <i>MEP Entry</i></p> <p><input type="checkbox"/> <i>Copy to ee</i></p> <p><input type="checkbox"/> <i>Personnel File</i></p>

Employee Name: _____

Supervisor Name: _____

Employee Job Title: _____

Job Performance Time Period: _____

Performance Factors (If not applicable, leave blank)	Rating
Technical Knowledge: Demonstrates thorough job knowledge	<input type="checkbox"/>
Ability to work Effectively With Others: Works effectively with those contacted in the course of employment	<input type="checkbox"/>
Task/Project management: Effectively accomplishes assigned tasks and projects	<input type="checkbox"/>
Creativity/Initiative: Brings forward new ideas, processes, and procedures designed to improve the efficiency and/or effectiveness of public services, including those within the assigned area of responsibility	<input type="checkbox"/>
Quantity of Work: Completes desired amount of work in a reasonable time period for the position	<input type="checkbox"/>
Quality of Work: The quality of work produced is at an acceptable level for the position	<input type="checkbox"/>
Attendance: Regularly reports to work on time	<input type="checkbox"/>
Safety: Adheres to proper safety regulations and procedures	<input type="checkbox"/>
Supervisory/Management: Effectively manages/supervises subordinate staff	<input type="checkbox"/>

This form is to be used for the evaluation of employees who are not in the position of a supervisor or manager. It is not to be used for the evaluation of supervisors or managers. The supervisor or manager should use the appropriate form for their position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Dept. Head Signature: _____

Date: _____

HR Manager Signature: _____

Date: _____