



Part-time Hourly Performance Evaluation

Employee: _____

Period Evaluated: _____

Title: _____

Department: _____

Future Work Goals: Set goals and objectives for the future.

Work Expectations: The most important objectives, outcomes, and/or special assignments. The most important knowledge, skills, abilities, and behaviors that the employee should demonstrate.

Evaluation Questions

Grading Scale					
5- Outstanding	4- Above Standard	3- Meets Requirements	2- Needs Improvement	1- Unacceptable	
<i>Select appropriate rating for each option</i>					
	5	4	3	2	1
Employee work quality					
Decision making ability					
Attendance					
Accomplishment of tasks					
Job knowledge and proficiency					
Team work ability					
Employee's strengths					
Employee discipline					
Employees overall performance					
Areas that need improvement					

Employee Comments:

Evaluator Comments:

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____