



# PERFORMANCE EVALUATION REPORT

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Employee's name \_\_\_\_\_ Position \_\_\_\_\_

Type of review \_\_\_\_\_ Review date \_\_\_\_\_

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## QUALITY OF WORK

How well does the employee's output meet the quality standards for this job? Consider accuracy, thoroughness and neatness. If a major part of this job is of a service nature, consider how acceptable the service is.

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

Reasoning:

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## QUANTITY OF WORK

Consider the amount of work accomplished and the employee's ability to meet deadlines.

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

Reasoning:

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## WORK HABITS

Consider the employee's planning skills, time management, safety, housekeeping, attendance, dependability and compliance with office practices.

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

Reasoning:

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## ATTITUDE

Consider how well this employee works with others and his or her willingness to take instructions and cooperate.

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

Reasoning:

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## JOB KNOWLEDGE AND SKILLS

To what extent does this employee possess and use required knowledge and skills? Consider the use of experience, judgment, skills and knowledge to perform assigned tasks.

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

Reasoning:

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How do you rate this employee's overall performance?

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements

How do you rate this employee's progress since the last appraisal?

- Far below requirements    Below requirements    Meets requirements    Exceeds requirements    Far exceeds requirements
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Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Appraiser's signature \_\_\_\_\_ Date \_\_\_\_\_

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"Five Steps to a Performance Evaluation System." Capko J. *Family Practice Management*.  
March 2003:43-48, [www.aafp.org/fpm/20030300/435ste.html](http://www.aafp.org/fpm/20030300/435ste.html).

