Town of Index
Performance Evaluation

Employee Name: _____ Employee Phone #: _____

Employee's Title/Position: _____ Time Period of Evaluation: _____

Evaluation completed by: _____ Date: _____

1. Unsatisfactory 2. Needs Improvement 3. Good 4. Very Good 5. Outstanding

Areas to be Evaluated	N/A	1	2	3	4	5
1. **Quality** The extent to which an employee's work is accurate, thorough and neat.						
2. **Productivity** The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
3. **Job Knowledge** The extent to which an employee possesses the practical/technical knowledge required on the job.						
4. **Reliability** The extent to which an employee can be relied upon regarding task completion and follow up.						
5. **Attendance** The extent to which an employee is punctual and has an overall attendance record.						
6. **Independence** The extent to which an employee performs work with little or no supervision.						
7. **Initiative** The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						

1. Unsatisfactory 2. Needs Improvement 3. Good 4. Very Good 5. Outstanding

Areas to be Evaluated	N/A	1	2	3	4	5
8. **Adherence to Policy** The extent to which an employee follows safety and conduct rules, other regulations, and adheres to company policies.						
9. **Interpersonal Relationships** The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and general public.						
10. **Judgment** The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						

Supervisor Comments: _____

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Supervisor's Signature: _____

Employee Comments: _____

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Employee's Signature: _____

Date: _____