



Performance Evaluation for Non Exempt Employees

Employee Name: _____ Job Title: _____

Directions for Evaluating Performance

The following recommendations are designed to assist you in evaluating the performance of your employees:

1. Advise the employee of your approximate evaluation timetable. Encourage the employee's participation. Provide the employee with a blank copy of the evaluation and allow time for a self-evaluation. The self-evaluation is designed to enrich conversation during the evaluation meeting. The self evaluation will not be included in the final appraisal that is submitted to human resources.
2. Complete the form considering the employee's performance during the entire review period. The evaluation should be completed prior to meeting with the employee. Evaluate performance using the following ratings.

MARGINAL: Performance is clearly below the level of acceptability. This rating describes performance that has not kept pace with changing requirements, successes that have only been occasional, or performance that has been deteriorating. It may also describe the performance of a new employee who has not yet learned the fundamentals of the job. Failure to improve may result in reassignment and/or discipline.

NEEDS IMPROVEMENT: Performance is below accepted levels for the time in position. This rating describes performance which meets only the very minimum position requirements and which could be improved through development, experience, and/or application.

PROFICIENT: Performance is fully acceptable and results are achieved. This rating describes performance that demonstrates the required skills and knowledge for the position and sometimes exceeds expectations.

COMMENDABLE: Performance is *consistently* above requirements. This rating describes performance that regularly exceeds expectations and demonstrates the willingness to assume additional responsibilities. This rating may also be used as special recognition for extraordinary performance, which has significant impact on the organization.

3. Schedule a specific time for the performance evaluation meeting, assuring privacy without interruptions.
4. Conduct the evaluation discussion
 - Explain the purpose and your agenda
 - Encourage response from the employee and two-way communication
 - Mutually review performance expectations
 - Discuss your ratings using specific examples
 - Recognize areas of achievement and identify opportunities for improvement
 - Explore career progress and determine developmental needs
 - Plan performance goals for the next review period
5. Encourage the employee to make written comments and secure the employee's signature.
6. Forward the completed performance evaluation to department head for signature. The department head will then forward the performance evaluation to the human resource office for inclusion in the employee's personnel folder. If necessary, complete a payroll authorization form and attach to the performance evaluation.



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Time in Position: _____ Review Period: ____ 200_ through ____ 200_

EVALUATION OF ESSENTIAL JOB FUNCTIONS as determined by management.

Review the employee's job description and evaluate performance in relation to position requirements.

for example and use- **Technical Skills and Knowledge:** Applies knowledge, skills, and mastery of job process to achieve results; expertise is recognized and sought by others; continuously develops and advances technical capabilities. Rating: Marg Impr Prof Comm

Essential Job Function: _____ Rating: Marg Impr Prof Comm

Essential Job Function: _____ Rating: Marg Impr Prof Comm

PERFORMANCE FACTORS

Review the following factors in relation to performance of job duties and make specific comments in support of the rating selected:

Work Quality: Completes work assignments thoroughly and completely in an accurate, prompt, neat manner. Strives for continuous quality improvement.

_____ Rating: Marg Impr Prof Comm

Productivity: Produces required volume of work. Maintains attention to details and meets deadlines. Eliminates unnecessary work and activities that do not add value. Strives for more efficient work processes.

_____ Rating: Marg Impr Prof Comm

Innovation/Creativity: Generates and implements new and useful ideas; ideas reflect "thinking outside the box." Demonstrates willingness to make contributions with little direction, voluntarily start projects, attempt non-routine jobs and tasks. The exercise of judgment and independent actions within limits of authority. The degree to which the employee is self starting and proactive.

_____ Rating: Marg Impr Prof Comm



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Integrity/Safety: Deals with others in a fair, honest and straightforward manner; honors commitments; is trustworthy; takes responsibility for failures and shares credit for successes; uses appropriate discretion and is sensitive to confidentiality; demonstrates high ethical standards. Takes responsibility for ensuring a healthy and safe work environment.

_____ Rating: Marg Impr Prof Comm

Problem Solving/Judgment: Gathers, examines, and interprets information from different sources to generate effective solutions to problems and make sound business decisions; generates alternate approaches to solving problems when needed; demonstrates awareness of the likely consequences or implications of judgment.

_____ Rating: Marg Impr Prof Comm

Interpersonal Skills: Demonstrates ability to get along with others, is respectful of coworkers and customers, communicates and acts as a team player, promotes teamwork. Listens effectively. Responds and acts appropriately to confrontational situations. Is perceived by customers and other employees as dependable and responsive.

_____ Rating: Marg Impr Prof Comm

Dependability/Punctuality: Overall attendance and adherence to work schedules and hours. (Do not include any FMLA absences.)

_____ Rating: Marg Impr Prof Comm

Leadership Qualities: Motivates employees to achieve departmental and business goals and objectives. Promotes respect, honest, integrity, and fairness to all. Inspires confidence and respect in department personnel.

_____ Rating: Marg Impr Prof Comm



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Overall Summary of Performance:

(Circle)	Marginal	Need Improvement	Proficient	Commendable
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Explain: _____

Significant Strengths/Accomplishments/Contributions. Also include relevant training received during evaluation period:

Opportunities for Improvement. Expectations for the next review period. Recommendations for future development.

Note: Signature does not indicate agreement or disagreement.

Employee Signature

Date

Supervisor Signature

Date

Department Head Initials

Human Resource Initials

Employee Comments:

