

PERFORMANCE EVALUATION

EMPLOYEE NAME			
DATE HIRED			
EMPLOYEE POSITION			
POSITION HELD SINCE:			
EVALUATION COMPLETED	BY:		
DATE OF INTERVIEW:			
IN ATTENDANCE:			

The Performance Evaluation is to be completed by the supervisor of the employee. It is intended to objectively assess a person's performance during the review period, encourage good performance, and open communication between employees and their supervisors on work related matters.

PERFORMANCE RATING DEFINITIONS

EXCEPTIONAL: Performance that is clearly outstanding and characterized by a high level of goal achievement.

COMMENDABLE: Performance, which is significantly better than average characterized by motivation, effective effort and job interest.

SATISFACTORY: Performance level that fulfils the position's basic needs on a routine basis.

NEEDS IMPROVEMENT: Performance level that requires improvement in a specific area in order to reach a completely satisfactory level.

UNSATISFACTORY: Performance level which is clearly below the satisfactory level characterized by excessive errors, lack of interest, failure to accept responsibilities and which requires the employee to show marked improvement in a relatively short period of time.



COMMUNICATION SKILLS	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Writes general correspondence, technical and					
administrative documents in a clear, concise, accurate and grammatically correct manner.					
Communicates verbally with co-workers in a clear, courteous, informed and tactful manner.					
Encourages/stimulates open lines of communication among co-workers.					
Communicates clearly, courteously, and professionally with the general public and members.					

COMMENTS	 	 	 		 	



INTERPERSONAL RELATIONSHIPS	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	
Helps develop an atmosphere of mutual respect, trust and confidence.						
Is a team player that is willing to assist others when needed.						
Ensures effective and efficient use of co-workers' time and skills.						
COMMENTS						



KNOWLEDGE	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Possesses and applies the technical knowledge and skills to perform the duties as outlined in the job description.					
Able to deal with new technical developments and changes.					
Is willing to expand knowledge and acquire new skills.					

COMMENT	S			 	 	



QUALITY OF WORK	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Completes assigned tasks in a thorough, accurate and professional manner.					
Consistently meets deadlines.					
Makes accurate and timely decisions.					
Solves problems efficiently.					
Accepts responsibility for his/her actions.					

COMMENTS_	 	 	 	 	



SUPERVISION	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Requires minimal amount of supervision or guidance.					
Demonstrates initiative and motivation					
Willingly assumes tasks assigned.					

COMM	IENTS	 	 	 	



GENERAL	EXCEPTIONAL	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Observes policies and procedures and advises other staff of policies as required.					
Recognized potential safety hazards, works in a safe manner and encourages safety practices in the workplace.					
Consistent attendance and punctuality.					
Capable of handling the pressure of most situations.					
Promotes the goals and objectives of OLTA.					

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RECOMMENDED FOR SEMI-ANNUAL PERFORMANCE EVALUATION?	OVERALL ASSESSMENT:				
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	SUPERVISOR'S SIGNATURE				



EMPLOYEE'S COMMENTS:		
EMPLOYEE'S SIGNATURE	DATE	
COMMENTS/RECOMMENDATION	S OF THE EXECUTIVE DIRECTOR:	