

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 _____

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

COMMENTS _____

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.					

COMMENTS _____

Performance Appraisal and Management



OVERALL ASSESSMENT: _____

RECOMMENDED FOR SEMI-ANNUAL PERFORMANCE EVALUATION? _____

SUPERVISOR'S SIGNATURE

DATE

Performance Appraisal and Management



EMPLOYEE'S COMMENTS: _____

EMPLOYEE'S SIGNATURE

DATE

COMMENTS/RECOMMENDATIONS OF THE EXECUTIVE DIRECTOR:

EXECUTIVE DIRECTOR

DATE