

## Employee Evaluation

Name:

Hire Date:

<p><b>1. Judgment</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Refers to ability to form an opinion, make an estimate, or reach a conclusion when faced with a problem. Consider ability to distinguish between the practical and impractical, Judgment should not be confused with intelligence.</p> <p><i>Comment:</i></p>
<p><b>2. Relations to Others</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Refers to ability to work harmoniously with others in carrying out job responsibilities. Consider ability to win the cooperation of volunteers, stakeholders and community organizations.</p> <p><i>Comment:</i></p>
<p><b>3. Knowledge of Job</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Consider knowledge of job and its fundamentals. Is knowledge of job thorough or must phases be learned in order for thorough knowledge to be gained? Does the employee understand the Main Street Four-Point Approach and principles of Main Street?</p> <p><i>Comment:</i></p>
<p><b>4. Initiative</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Refers to ability to take action without being told. Can the employee proceed independently in routine matters and in other matters when not given instruction?</p> <p><i>Comment:</i></p>
<p><b>5. Productivity</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Refers to the quantity and quality of work produced. Is work of consistent quality? Is the work accurate, thorough and dependable? Are the results produced?</p> <p><i>Comment:</i></p>
<p><b>6. Ability to Contribute Workable Ideas</b></p> <p><i>Excellent</i>  <i>Good</i>  <i>Satisfactory</i>  <i>Poor</i></p>		<p>Refers to ability to formulate new ideas and to see future possibilities. Consider the imagination and vision shown in carrying out responsibilities. Is the established pattern followed, or are better ways to do the job developed.</p> <p><i>Comment:</i></p>

<b>7. Ability to organize work</b>  Excellent Good Satisfactory Poor		Refers to ability to integrate the various job components into a harmonious, smoothly operated whole. Consider the quality of planning, scheduling of work, and establishment of appropriate controls.  <i>Comment</i>
<b>9. Attendance</b>  Regular Irregular		
<b>10. Punctuality</b>  Regular Irregular		
<b>11. Overall Performance</b>  Excellent Good Satisfactory Poor		Refers to the manner in which he or she carries out the responsibilities and duties assigned. Consider all factors appraised above as they apply to his or her job. Include any others you feel should be considered. Rate only on the basis of performance observed.  <i>Comment:</i>
<b>Professional goals for the next year</b>		<i>Skills:</i>  <i>Projects:</i>
<b>Role of Main Street</b>		<i>Given limit of resources, Main Street will support training and educational opportunities. Bring proposals/suggestions.</i>
<b>Salary Considerations</b>		

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*Reviewer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

*Employee Comment:*

*Employee Signature* \_\_\_\_\_

\_\_\_\_\_  
*Date*