PERFORMANCE EVALUATION

Name: _____ Date: _____

Attendance

Does the employee report to work when scheduled?

☐ Always   ☐ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

When the employee is late or absent, does he or she give enough notice?

☐ Always   ☐ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

Does he or she give a good reason for being late or absent?

☐ Always   ☐ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

Performance

Does the employee do the work to my satisfaction?

☐ Always   ☐ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

Does the employee follow my instructions well?

☐ Always   ☐ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

How would I rate the employee on the following tasks? The list will be unique to your situation.

☐ Great   ☐ Very Good   ☐ OK   ☐ Not So Good   ☐ Poor

How much supervision does the employee need for the following tasks? *(Giving medication, shopping, etc. The list will be unique to your situation.)*

☐ Nearly None   ☐ Very Little   ☐ Some ☐ Lots

Next steps

Does the employee need more training?

☐ No   ☐ Yes   In what areas? *(List)*

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Do there need to be changes in the Employee Procedures?

☐ No   ☐ Yes   In what areas? *(List, for example: scheduling, task, etc.)*

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Does the employee need to make changes in his/her performance?

☐ No   ☐ Yes   In what areas? (*Be prepared to discuss. For example, showing up and on time)*

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_____   _____

Employee Signature   Date

_____   _____

Employer Signature   Date