

Staff Annual Evaluation

NAME:

POSITION:

DEPARTMENT:

APPRAISAL PERIOD - from: **to:**

- 1. QUANTITY OF WORK - Evaluate the volume of work accomplished in relation to quantity standards, regardless of quality.**

Unsatisfactory Improvement COMPETENT Requirements Distinguished

Comments:

- 2. QUALITY OF WORK - Evaluate performance in meeting established requirements for accuracy, good judgment, and neatness.**

Unsatisfactory Improvements COMPETENT Requirements Distinguished

Comments:

- 3. KNOWLEDGE AND TECHNICAL ABILITY - Evaluate whether the person possesses the necessary skills and knowledge for doing the job.**

Unsatisfactory Improvements COMPETENT Requirements Distinguished

Comments:

- 4. CREATIVITY AND INITIATIVE - Evaluate performance in overcoming difficult situations and initiating new ideas and constructive changes.**

[Unsatisfactory](#) [Improvements](#) [COMPETENT](#) [Requirements](#) [Distinguished](#)

Comments:

- 5. LEARNING ABILITY - Evaluate ability to learn new methods and concepts, to apply new knowledge, and to retain information.**

[Unsatisfactory](#) [Improvements](#) [COMPETENT](#) [Requirements](#) [Distinguished](#)

Comments:

- 6. DEPENDABILITY - Evaluate whether person can be consistently depended on to perform duties that are within the limits of his or her training and ability.**

[Unsatisfactory](#) [Improvements](#) [COMPETENT](#) [Requirements](#) [Distinguished](#)

Comments:

- 7. COOPERATION - Evaluate ability to work efficiently with others; also evaluate general attitude toward the organization and toward the person's supervisor.**

[Unsatisfactory](#) [Improvements](#) [COMPETENT](#) [Requirements](#) [Distinguished](#)

Comments:

8. **PUNCTUALITY** - Evaluate whether person is on time to work, meetings, social events and completes tasks in a prompt manner consistently within the limits of his or her training and ability.

Unsatisfactory Improvements **COMPETENT** Requirements Distinguished

Comments:

Evaluation Summary:

1. **Strongest qualities:**
2. **Qualities most needing improvement:**
3. **Suggested future training and development:**
4. **Additional comments:**
5. **Summary of overall performance:**

Evaluated by:

Date:

Reviewed by:

Date:

Signature of person evaluated:

Date: