

# 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

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**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

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Date

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Employer Signature

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Date