Employee Performance Evaluation Criteria

From: _____ **To:** _____

Employee Name: _____

Job Title: _____ **Department:** _____

—•— — —•— —•— —•— — —•— — —•— — —•— — —•— — —•— — —•— —•— — —•—

PART I: INSTRUCTIONS TO EVALUATOR

Instructions	Prior to conducting an employee evaluation, you *MUST* follow the directions in the Employee Evaluation Unit!
	1. Open an Employee Performance Evaluation Score Sheet
	   a. The score sheet is available in two formats. You select the format that you want to use.
	     i. Employee Performance Evaluation Score Sheet – Excel™
	      ▪ The Excel™ spreadsheet will automatically calculate scores
	     ii. Employee Performance Evaluation Score Sheet – Word™
	      ▪ The Word™ document requires manual calculations
	2. Follow the given instructions for the format selected.
	   a. Instructions for the Excel™ score sheet is located in the file on the *Instructions* worksheet
	   b. Instructions for the Word™ score sheet is located in file at the end of the document

The following rating scale should be used to assist the evaluator in assigning the most appropriate measurement of the employee's performance.

1 = **UNACCEPTABLE*** – Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = **NEEDS IMPROVEMENT*** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position. Guidance and supervision is frequently required.

3 = **MEETS EXPECTATIONS** – Able to perform job duties satisfactorily. Minimal guidance and supervision are required.

4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

5 = **SUPERIOR*** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

* A rating of Unacceptable (1), Needs Improvement (2), or Superior (5) requires comments.

Recommended Grading Scale for Virtual Business Grade

MANAGEMENT GRADE SCALE														
Grade	**%**		**Grade**	**%**		**Grade**	**%**		**Grade**	**%**		**Grade**	**%**	
A	100 - 80		B	79 - 66		C	65 - 50		D	49 - 35		F	34 - 0	
NON-MANAGEMENT GRADE SCALE														
Grade	**%**		**Grade**	**%**		**Grade**	**%**		**Grade**	**%**		**Grade**	**%**	
A	70 - 56		B	55 - 46		C	45 – 36		D	35 - 26		F	25 - 0	

PART II: EVALUATION CRITERIA

PERFORMANCE FACTORS

1.   **Knowledge, Skills, Abilities** – Degree in which the employee exhibits an understanding of their job duties and fulfills their responsibilities. Demonstrates mastery of skills needed to perform their job using established techniques, materials and equipment.

2.   **Quality of Work** – Degree in which the employee completes assigned tasks accurately, neatly, and thoroughly, including spelling and grammar, and any elements associated with a particular task/project.

3.   **Quantity of Work** – Degree in which employee demonstrates the ability to manage several responsibilities simultaneously, performs work in a productive and timely manner, and meets work schedules and deadlines.

4.   **Attitude** – Degree in which employee exhibits a positive, cooperative attitude, and works well with others.

5.   **Communication** – Degree in which employee communicates both orally and in writing, including internal business correspondence, listening, responding, and comprehension.

6.   **Attendance/Participation** – Degree in which employee attends and participates in all onsite and offsite VE related activities, including trade fairs, open house, employee training, fundraising, etc.

BEHAVIORAL TRAITS

7. **Dependability** – Degree in which employee exhibits reliability in executing assigned tasks, projects, and events.

8. **Cooperation** – Degree in which the employee interacts with co-workers and supervisors as a contributing team member, demonstrating consideration of others, rapport, and cooperation.

9. **Initiative** – Degree in which the employee demonstrates the desire to assume greater responsibility for the quality of their own work, monitoring tasks/projects independently, and following through appropriately with minimal supervision.

10. **Adaptability** – Degree in which the employee adjusts to any change in duties, procedures, or changes in staff or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

11. **Judgment** – Degree in which the employee makes good decisions, including effectively identifying problems, determining appropriate actions, and behaving in a manner that represents the company in a positive light.

12. **Attendance** – Degree in which the employee is present for work in accordance with company guidelines, including company sick leave, vacation, etc. (See Employee Manual for leave policy.)

13. **Punctuality** – Degree in which employee arrives to and departs from work, meetings, and other company related activities in a timely manner.

14. **Attire** – Degree in which employee follows dress code as stated in the Employee Manual.

MANAGERIAL SKILLS

15. **Leadership** – Degree in which the manager gains respect and cooperation, inspires and motivates others, and directs work groups toward a common goal.

16. **Delegation** – Degree in which the manager demonstrates the ability to direct others in accomplishing tasks, assigns tasks to appropriate staff or self, and clearly defines assignments including purpose, focus, and deadlines.

17. **Supervision** – Degree in which the manager demonstrates the ability to follow-up on delegated tasks, provide support, motivate, and make whatever adjustments are necessary to complete the task in a timely and excellent manner.

18. **Planning and Organization** – Degree in which the manager plans and organizes work, coordinates with others, establishes appropriate priorities, anticipates future needs, and carries out assignments effectively.

19. **Administration** – Degree in which the manager performs day-to-day administrative tasks, manages time, administers policies and implements procedures, maintains appropriate contact with staff, and manages the departmental budget, staff, and equipment.

20. **Staff Management** – Degree in which the manager serves as a role model, provides guidance and opportunities for staff development and advancement, resolves department-related employee problems, assists subordinates in accomplishing their work-related objectives, and communicates well with subordinates in a clear, concise, accurate, respectful, and timely manner.
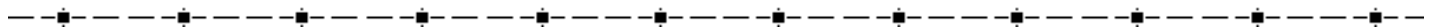
ACKOWLEDGEMENT OF

EMPLOYEE PERFORMANCE EVALUATION CRITERIA

Employee: _____
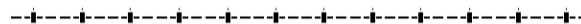
TO THE EMPLOYEE

I hereby acknowledge the receipt and review of the Virtual Enterprise Employee Evaluation Criteria, which explains the possible ratings for all areas of employee evaluation/assessment.

_____	_____
VE Employee's Signature	Date
_____	_____
VE Manager's Signature	Date
_____	_____
VE Coordinator's Signature	Date