



Employee Performance Evaluation Form

Date* :

Name*			Department*		
Job Title			Employment Date*		
Evaluator*			Job Title		
Criteria	NO.	Evaluation Content	Initial Score*	Evaluated Score*	
Integrity and Ethical Conduct	1	Demonstrates integrity, honesty, and ethical behavior, setting a good example			
	2	Displays honest and disciplined behavior, interacts well with others			
	3	Shows normal behavior and no misconduct			
	4	Strongly holds personal opinions, difficult to get along with others			
Work Performance	1	High work efficiency, exhibits outstanding creativity			
	2	Capable of handling tasks with higher-than-average efficiency			
	3	Completes work on time, meets performance requirements			
	4	Adequate for the job, but lacks notable achievements			
Sense of Responsibility	1	Highly responsible, thoroughly completes tasks, can be trusted			
	2	Responsible, successfully completes tasks, can be trusted			
	3	Still responsible, completes tasks as scheduled			
Coordination and Communication	1	Effectively communicates with superiors and subordinates, collaborates well			
	2	Willingly coordinates and communicates, successfully accomplishes tasks			
	3	Can collaborate with others and achieve work requirements			
	4	Poor coordination, leading to work difficulties			
Total Score					
Comments					

Performance Evaluation Manual For Employees

Léo Pomar



Performance Evaluation Manual For Employees:

Performance Evaluation Manual Central Washington University, 1984 *The Essential Performance Review Handbook* Sharon Armstrong, 2010-01-01 The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool motivate personnel and increase productivity help achieve your company goals improve manager employee communication and reduce your risk of legal liability *A Guide for Improving Performance Evaluation* Priscilla Levinson, 1978 **Performance Rating Manual** Phoenix (Ariz.). Personnel Department, 1952 *The Rater's Performance Evaluation Manual* Seattle (Wash.). Personnel Department. Training and Performance Systems, Seattle (Wash.). Executive Department. Personnel Office, 1980 **Rater's Guide to Performance Evaluation** Los Angeles County (Calif.). Civil Service Commission. Employee Development Division, 1957 *Performance Appraisal Manual for Managers and Supervisors* William S. Hubbartt, 1992 *Employee Evaluation Manual for Interviewers* Richard A. Fear, Byron Jordan, 1943 *Employee Annual Performance Evaluation Procedures Manual* Illinois. Department of Transportation, 2014 The guidelines for the process of evaluating employees for the Illinois Department of Transportation in accordance with Chapter 5 of the Personnel Policies manual *Performance Appraisal in Research Libraries* , 1988 **Employee and Labor Relations Manual** United States Postal Service, United States Postal Service. Document Control Division, 2002 *Manual for Performance Evaluation* , 1988 *Summary of Selected IPA Products* United States Civil Service Commission. Bureau of Intergovernmental Personnel Programs, 1975 Includes the latest Personnel Management Information Service report on products of Intergovernmental Personnel Act activities and some items that did not come from IPA grant funded projects

An Assessment Manual for Medical Groups Courtney H. Price, Darrell L. Schryver, Alys Novak, Medical Group Management Association, 2002 Determine what s working in your practice and eliminate what isn t This edition shows you how to gather crucial information about your practice by listing the pertinent questions in all areas The results will help you decide which management areas to strengthen Tables and questions address external and internal environments financial management human resource management information systems operations management planning and marketing and quality improvement **Strengthening Employee Performance Evaluation** , 1966 *Personnel Literature* , 1983 *PACE Manual* Colorado. Department of Personnel, 1989 *Performance Evaluation* , 1990 *Performance Appraisal System Design and Evaluation* Joe Baker, 1989 *Performance Analysis and Appraisal* Robert D. Stueart, Maureen Sullivan, 1991 Supervisors at all levels need practical advice and specific approaches on how to evaluate staff This manual provides background principles and proven guidelines for describing positions and evaluating individuals occupying them Specific examples and step by step approaches to job description job analysis and performance appraisal should enable supervisors to write job enrichment specifications of an individual employee s job related strengths and weaknesses Forms and checklists are also included

Whispering the Techniques of Language: An Emotional Journey through **Performance Evaluation Manual For Employees**

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