

[employee name]

Review period

[position]

From

Requirements/attributes

Primary responsibilities

Secondary responsibilities

Career path

Instructions

Evaluate performance by circling the appropriate response. Enter comments as necessary. Set goals for the next review period.

Rating

- 1. Substandard—Needs constant supervision 2. Below average—Needs improvement 3. Average—Satisfactorily meets criteria
- 4. Above average—Exceeds criteria 5. Exemplary—Deserving of unusual recognition

General criteria

Personality/demeanor

Flexible and easy to get along	1	2	3	4	5
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Relationship skills

Cooperates and works well in teams	1	2	3	4	5
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Communication skills

Listens, understands and expresses him/herself well	1	2	3	4	5
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Attendance and promptness

Observes assigned work hours, is conscientious	1	2	3	4	5
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Initiative

Works without close supervision, initiates action	1	2	3	4	5
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Organization and time-awareness

Sets and observes own priorities for the best use of time	1	2	3	4	5
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Self-control

Maintains composure and performs well under pressure	1	2	3	4	5
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Comments

Employee's major strengths

Area in need of most improvement

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Position specific criteria

Proficiency

Understands craft, systems and processes

1	2	3	4	5
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Project management

Organizes tasks and assignments

1	2	3	4	5
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Attention to detail

Attentive to all aspects of assignments/workflow

1	2	3	4	5
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Client interaction

Relates to clients/supervisor needs, spoken and unspoken

1	2	3	4	5
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Creativity

Seeks innovative solutions

1	2	3	4	5
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Business skills

Understands and works to increase profitability

1	2	3	4	5
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Recommendations for improvement

Employee's major strengths

Goals for next review period

I have been shown this evaluation. My signature below does not necessarily imply agreement.

 Agreed and approved

[designer inc]

 Agreed and approved

[employee name]

 Date

 Date

Scheduled date of next evaluation
