

# Performance Evaluation for Non-Exempt Employees

## Employer Instructions

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1. Review employee's performance for the entire period; refrain from basing judgments on recent or isolated events only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
2. Consider the employee on the basis of the standards expected to be met for the job the employee is assigned based on the length of time in the job. Rate the employee on how well the requirements of the job are fulfilled.
3. Place a check in the box that best describes the employee's performance in that factor since the last appraisal (or date of hire if this is the employee's first review).
4. Keep in mind the relative importance of the factors will vary according to the position.
5. After rating the employee on each factor, provide examples to support your rating, if applicable.
6. Once all job factors are rated, complete the section *Performance Related to Position Requirements* by checking the box that best summarizes the employee's overall performance.
7. Do not discuss any compensation action, or the appraisal, with the employee until you have been notified of its approval.

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# Performance Evaluation for Non-Exempt Employees

Employee Name \_\_\_\_\_ Department \_\_\_\_\_  
 Title \_\_\_\_\_ Time in Present Position \_\_\_\_ Yrs. \_\_\_\_ Mos.  
 Date of Review \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Last Review \_\_\_\_/\_\_\_\_/\_\_\_\_

## Definitions

- Outstanding:** Performance is distinguished and far exceeds requirements of the job.
- Exceeds Expectations:** Performance has been exceptional and usually exceeds job requirements.
- Meets Expectations:** Meets all job requirements.
- Needs Improvement:** Performance has been below the standards and requirements of the job.
- Not Effective:** Performance falls well below the standards and requirements of the job and is unacceptable.

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Effective
<b>Accountability</b> Accepts responsibility for actions and/or accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Punctuality and Attendance</b> Rarely absent, works required hours, and arrives punctually to work and scheduled meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Decision Making</b> Demonstrates effective decision making skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Appearance of Work Area</b> General appearance of employee's work area is kept neat and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Job Knowledge</b> Possesses, applies, and demonstrates proficiency in the necessary common and technical knowledge required for the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Effective
<b>Quality of Work</b> Produces neat, thorough, and accurate work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Policy &amp; Procedures</b> Follows organization's policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Completion of Assignments</b> Works effectively with given workload to successfully meet stated deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Cooperation</b> Employee's ability and willingness to work with associates, supervisors, and management toward common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					
<b>Safety Practices</b> Follows safety rules and demonstrates safe work practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examples</b>					

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**Supervisor's Remarks and Recommendations**

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**Specific Development Plan/Goals**

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**Employee Comments**

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**Employee Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

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**Performance Related to Position Requirements**



**Outstanding**

Performance is distinguished and far exceeds requirements of the job.



**Exceeds Expectations**

Performance has been exceptional and usually exceeds job requirements.



**Meets Expectations**

Meets all job requirements.



**Needs Improvement**

Performance has been below the standards and requirements of the job.



**Not Effective**

Performance falls well below the standards and requirements of the job and is unacceptable.

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**Evaluated by**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

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**Reviewed by**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**