

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Peer Assessment: \_\_\_\_\_ Employee Self Assessment: \_\_\_\_\_  
Direct Report Assessment: \_\_\_\_\_

**PART ONE – Functional Responsibilities Assessment**

***Part One (A): List Major Functional Areas/Responsibilities and score employee:***

**Function 1.**

<u>Needs Improvement</u> (1)	(2)	<u>(3)</u>	<u>(4)</u>	<u>Exceeds Expectations</u> (5)
Comments:				

**Function 2.**

<u>Needs Improvement</u> (1)	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>Exceeds Expectations</u> (5)
Comments:				

**Function 3.**

<u>Needs Improvement</u> (1)	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>Exceeds Expectations</u> (5)
Comments:				

**Function 4.**

<u>Needs Improvement</u> (1)	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>Exceeds Expectations</u> (5)
Comments:				

**Part One (B): Score employee in relation to the general skill sets listed below:**

<b><u>Communication – listens well, communicates effectively, processes information</u></b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of the time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

<b><u>Leadership – Is trustworthy, provides direction, delegates effectively, builds relationships</u></b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of the time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

<b><u>Adaptability – Is flexible in adjusting to change, thinks creatively</u></b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of the time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

<b><u>Production/Task Management – Takes action, achieves results, works efficiently</u></b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of the time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

<b><u>Development of Others – Cultivates individual talent, motivates other employees</u></b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

<b>Personal Development – Committed to the company, seeks personal improvement</b>				
<u>Never</u>	<u>Seldom</u>	<u>Sometimes</u>	<u>Most of the time</u>	<u>Always</u>
(1)	(2)	(3)	(4)	(5)
Comments:				

**PART TWO – Overall Employee Rating**

Score employee on overall performance in the past year:

<u>Overall Employee Rating:</u>				
<u>Needs Improvement</u>				<u>Exceeds Expectations</u>
(1)	(2)	(3)	(4)	(5)
Comments/Suggestions, etc.:				

**PART THREE – Professional Accomplishments**

List specific accomplishments achieved in the last year - above and beyond functional areas listed in Part One (A):

<u>Accomplishment 1.</u>
Comments:

<u>Accomplishment 2.</u>
Comments:

Accomplishment 3.

Comments:

**PART FOUR - Goals, Objectives and Action Plan**

List possible goals/objectives for this employee in the coming year:

<b>GOAL/OBJECTIVE</b>	<b>ACTION STEPS</b>
1.	
2.	
3.	
4.	

**PART FIVE – Employee comments:**

\_\_\_\_\_  
**Employee Signature**

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