

# PERFORMANCE EVALUATION REPORT

Employee's name: \_\_\_\_\_ Position: \_\_\_\_\_

Type of review: \_\_\_\_\_ Review date: \_\_\_\_\_

## Quality of Work

How well does the employee's output meet the quality standards for this job? Consider accuracy, thoroughness and neatness. If a major part of this job is of a service nature, consider how acceptable the service is.

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Reasoning: \_\_\_\_\_

## Quantity of Work

Consider the amount of work accomplished and the employee's ability to meet deadlines.

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Reasoning: \_\_\_\_\_

## Work Habits

Consider the employee's planning skills, time management, safety, housekeeping, attendance, dependability and compliance with office practices.

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Reasoning: \_\_\_\_\_

## Attitude

Consider how well this employee works with others and his or her willingness to take instructions and cooperate.

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Reasoning: \_\_\_\_\_

## Job Knowledge and Skills

To what extent does this employee possess and use required knowledge and skills? Consider the use of experience, judgment, skills and knowledge to perform assigned tasks.

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Reasoning: \_\_\_\_\_

How do you rate this employee's overall performance?

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

How do you rate this employee's progress since the last appraisal?

- Far below requirements  Below requirements  Meets requirements  Exceeds requirements  Far exceeds requirements

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser's signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FPM Toolbox** To find more practice resources, visit <https://www.aafp.org/fpm/toolbox>.

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