

Town of Barnes

Employee Evaluation Report

1/1/2004

Date of Evaluation _____

Name of Person Being Evaluated _____

Name of Evaluator _____

Position of Evaluator _____

___ 3 Month Review

___ 6 Month Review

___ Annual Review

Job-Related Skills and Behaviors	Needs Improvement	Achieves Expectations	Exceptional
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Cares about the quality of His/her work and takes pride	1.0	1.5	2.0	2.5	3.0
Works hard and doesn't waste time	1.0	1.5	2.0	2.5	3.0
Makes sure all assigned work is completed-doesn't leave His/her work for others to do	1.0	1.5	2.0	2.5	3.0
Has a positive work attitude	1.0	1.5	2.0	2.5	3.0
Is a self-starter-doesn't have to be told what to do-takes the Initiative	1.0	1.5	2.0	2.5	3.0
Reviews problems, determines most appropriate steps to Follow, and begins work to Resolve problem.	1.0	1.5	2.0	2.5	3.0
Isn't afraid to ask questions To clarify work assignments Or problems	1.0	1.5	2.0	2.5	3.0
Is willing to work overtime or Extra shifts when needed	1.0	1.5	2.0	2.5	3.0

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Job-Related Skills and Behaviors	Needs Improvement	1.5	2.0	2.5	Exceptional 3.0
Keeps commitments-delivers on their promises	1.0	1.5	2.0	2.5	3.0
Communicates with fellow employees and the public in a clear and precise manner	1.0	1.5	2.0	2.5	3.0
Is a good listener	1.0	1.5	2.0	2.5	3.0
Treats fellow employees and the public with courtesy and respect	1.0	1.5	2.0	2.5	3.0
Effectively uses resources	1.0	1.5	2.0	2.5	3.0

Comments on employee's strengths:

Comments on areas in need of improvement: _____

Evaluator's Signature _____

Date _____

Employee's Signature _____

Date _____