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Sachse, Texas  
(972) 675-0122



Stepping  
Stones  
Learning  
Centers

5545 Brookview Dr  
Sachse, Texas  
(972) 530-7840

## EMPLOYEE EVALUATION FORM

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date of Last Review: \_\_\_\_\_

### RATING SYSTEM

1: Unsatisfactory  
3: Satisfactory  
5: Significantly Exceeds Expectations

2: Needs Improvement  
4: Exceeds Expectations

1. Quality of Employee's work: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Exercise of good judgment: \_\_\_\_\_

Makes independent decisions: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Attendance: \_\_\_\_\_

Number of absences this review period: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Employee involvement/participation in team effort: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. Attention and adherence to company policies and procedures: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

6. Handles and uses company property, supplies and equipment responsibly: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. Interpersonal relationships and communication with co-workers: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

8. Taking initiative to achieve goals and complete assignments: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

9. Responsiveness to changing work requirements: \_\_\_\_\_

Accepts and follows new policies and assignments willingly: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

10. Displays positive attitude at work: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

11. Work ethic—assumes ownership and accountability for personal performance: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

12. Overall performance rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Areas of Strength: \_\_\_\_\_  
\_\_\_\_\_

Areas of Improvement: \_\_\_\_\_  
\_\_\_\_\_

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Date of last merit increase: \_\_\_\_\_ Recommended merit increase: \_\_\_\_\_

Effective date of current merit increase: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Employee's comments: \_\_\_\_\_  
\_\_\_\_\_

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

Evaluator's signature: \_\_\_\_\_