Performance Evaluation for Non-Supervisory Positions Instructions

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 based on the standards expected to be met for the job the employee is assigned based on the length of time in the job. For guidelines, each category provides examples of questions to consider. 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 specific examples of good and poor performances as well as comments to support your rating.**

6. **Once all job factors are rated, calculate the *Actual Performance Score* and check 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 by management.**

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Performance Evaluation for Non-Supervisory Positions

Employee Name: _____ **Hire Date:** _____

Job Title: _____ **Review Date:** _____

Department: _____ **Appraisal Type (Intro./Annual)** _____

Evaluation of Standards
Rate the employee's performance in the categories listed using the following codes:

- *(1)* **Needs significant improvement; far below standard.**
- *(2)* **Needs improvement to meet standards.**
- *(3)* **Good, solid; meets standard.**
- *(4)* **Highly effective; consistently exceeds standards.**

PERFORMANCE REVIEW:

Quality	1	2	3	4
Is employee's work accurate and thorough? Does employee suggest ways to improve quality? Does employee check his work to ensure good quality? Does employee think quickly and logically under normal situations? Does employee think quickly and logically under pressure?				
Comments:				

Quantity	1	2	3	4
Does employee meet established workload standards? Does employee complete work in timely fashion and meet deadlines? Does employee suggest ways to increase productivity? Does employee complete tasks with little supervision and exercises good judgment?				
Comments:				

Job Knowledge	1	2	3	4
Does employee understand all phases of assigned duties? Does employee apply the skills necessary for effective performance of this job? Does employee proactively learn new skills or suggest improvements to existing procedures?				
Comments:				

Team Player	1	2	3	4
Does employee assist others when time allows? Is employee willing to accept new and/or additional responsibilities? Is employee responsive to management directions?				

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Does employee work well with others to accomplish the goals of the job and the work group?				
Comments:				

Communication	**1**	**2**	**3**	**4**
Does employee communicate effectively with co-workers, management, and people outside the company and handles differences of opinions appropriately? **Does employee communicate important issues i.e. when deadlines will be compromised, problems with parts or machines, internal dilemmas?** **Does employee actively listen first before responding?** **Does employee verbalize his thoughts effectively?** **Is employee able to express his thoughts in written format effectively?**				
Comments:				

6S	**1**	**2**	**3**	**4**
Is general appearance of employee's work area neat and orderly? **Does employee's work area meet 6S standards?** **Is employee's work area "audit and visitor's ready" at all times?**				
Comments:				

Policy and Procedures	**1**	**2**	**3**	**4**
Does employee follow safety policy i.e. wear safety glasses, operate equipment in a careful manner? **Does employee adhere to PSP Quality Management System?** **Does employee follow company policies provided in Employee Handbook i.e. dress code policy, code of conduct, cell phone usage, CA non-harassment?**				
Comments:				

Punctuality and Attendance	**1**	**2**	**3**	**4**
Does employee clock in and out at proper times and respect break time periods? **Does employee attend work daily and provide advance time off requests?** **Does employee arrive punctually and prepared to scheduled meetings?** **Is employee proactive to ensure any planned absence is covered by teammates?**				
Comments:				

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Identify and describe the employee's principal strengths.

Indicate specific areas for improvement as well as training and development goals that will help the employee achieve long-term career objectives.		
Improvement/ Development Area	***Goals***	***Plan to Accomplish Set Goals***

PERFORMANCE RATING

Actual Performance Score:

0- 12 POINTS	13- 20 POINTS	21- 28 POINTS	29- 32 POINTS
(1) Needs Significant Improvement	**(2) Needs Improvement**	**(3) Meets Standards**	**(4) Exceeds Standards**
Performance is well below standard and is unacceptable.	Performance is below the standards and requirements of the position.	A fully competent, solid performer.	Performance is exceptional in the major aspects of the position.

Employee Comments:

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

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