Name & position employee :

Evaluation date :

Hiring company :

Contact person/manager :

Performance

*Rating: E= exceeds expectations, M= meets expectations, N.I.= needs improvement*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Focus area | Evaluation | Appraisal | | |
| E | M | N.I. |
| Quality of work (accuracy, thoroughness, competence) |  |  |  |  |
| Quantity of work (productivity level, time management, ability to meet deadlines) |  |  |  |  |
| Job knowledge  (skills and understanding of the work) |  |  |  |  |
| Working relationships (ability to work with others, communication skills) |  |  |  |  |

Planning

|  |  |
| --- | --- |
| Continuity (expectation for contract extension/renewal) |  |
| Learning and development (opportunities to advance career) |  |

Remarks

|  |
| --- |
|  |