

Employee Performance Evaluation

Employee Name First Name Last Name Review Period 7/15/2011 - 7/15/2012

Position Administrative Assistant Department Operations Employee Number 0347

Prepared by Supervisor First Name Last Name Date 7/18/2012

1. For each of the items listed below, please comment on the employee's performance, providing examples of what he or she does well, along with suggestions for improvement.

Computer Skills	<ul style="list-style-type: none"> - Outstanding mastery of new information system; excellent word processing skills. - Needs to become more proficient with Excel and Crystal Reports.
Professional Communication	<ul style="list-style-type: none"> - Demonstrates positive communication skills with co-workers and management. - Needs to work on public speaking skills to become more comfortable making presentations and training co-workers in group settings.
Customer Service	<ul style="list-style-type: none"> - Consistently receives positive feedback from customers; conveys a customer-focused attitude with external customers, as well as with other departments within the organization.
Initiative	<ul style="list-style-type: none"> - Shows initiative by identifying areas where improvement is necessary within the department and offering positive suggestions for improvement.
Problem Solving	<ul style="list-style-type: none"> - Has strong problem-solving skills; is able to recognize when problems may be developing and acts proactively to resolve them.
Teamwork	<ul style="list-style-type: none"> - Works well with co-workers and exhibits a team-focused mindset.
Co-worker Relations	<ul style="list-style-type: none"> - Has positive relationships with co-workers and is respected by peers.
Work Ethic	<ul style="list-style-type: none"> - Demonstrates a positive work ethic; takes pride in performing quality work.
Adaptability	<ul style="list-style-type: none"> - Willing to adapt to change; avoids being change resistant and sets a positive example for peers when change is needed.
Commitment to Company Mission, Vision & Values	<ul style="list-style-type: none"> - Consistently exhibits behaviors that properly represent the company's mission, vision and values.
Professional Growth & Development	<ul style="list-style-type: none"> - Needs to become active in one or more relevant professional organizations. - Needs to identify and complete training necessary to prepare for long term career goals within the company, including leadership and management training

2. List and describe the employee's top three accomplishments during the rating period:

1. Mastered the company's new information system
2. Trained co-workers and managers on proper use of the new information system
3. Identified opportunities to improve administrative procedures that resulted in a 20% reduction in office supply costs.

3. List and describe the employee's three greatest strengths, giving specific examples of how the employee uses these strengths in his or her position.

1. **Strong organizational skills** - contributes to smooth functioning of the department by establishing and monitoring work procedures while managing the flow of work, ensuring deadlines are met.
2. **Willingness to learn** - open to learning new skills (as demonstrated with the new information system), adapting to changes, and identifying areas where improvements can be made.
3. **Professional communication** - Exhibits positive professional communication in interactions with employees, company management, customers, vendors and others.

4. Work with the employee to identify 3 - 5 goals for the current review period, along with an action plan for accomplishing each one.

1. Acquire Excel skills - Complete Advanced Excel training and practice; use skills at work.
2. Learn how to use Crystal Reports - Complete Crystal Reports training and practice; use skills at work.
3. Seek opportunities to improve and practice public speaking skills; complete appropriate training.
4. Identify and become active in one or more professional organizations relevant to employee's work and the company.
5. Work with supervisor to identify career path areas of interest; establish related training plan.

5. Employee comments

Completed by:

Employee Name (Please Print)	Signature	Date
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Supervisor Name (Please Print)	Signature	Date
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HR Representative (Please Print)	Signature	Date
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