



## Performance Evaluation

<b>Name of Employee:</b>	<b>SSN:</b> _____ <b>Job Title:</b> _____
<b>Client Location:</b>	<b>Employee #</b>

**Reason for Evaluation:**

**A. Rate the Employee on the Following:**

	<b>Excellent</b> (10 pts)	<b>Above Satisfactory</b> (8 pts)	<b>Satisfactory</b> (6 pts)	<b>Average</b> (4pts)	<b>Below Average</b> (2pts)	<b>Not Satisfactory</b> (0 pts)
<b>Attitude</b>						
<b>Attendance</b>						
<b>Appearance</b>						
<b>Cash Management</b>						
<b>Following Policies &amp; Procedures</b>						
<b>Knowledge of job</b>						
<b>Team Contributor</b>						
<b>Work quality</b>						
<b>Judgment</b>						
<b>Responsibility</b>						

**Comments:**

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## Performance Evaluation

**B. Key strengths of employee:**

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**C. Areas that need improvement:**

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**D. Actions necessary to improve performance:**

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**E. Any warnings since last appraisal?**

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**F. Overall Performance:**

Excellent (90-100) _____	Average (70-74) _____
Above Satisfactory (80-89) _____	Below Average (60-69) _____
Satisfactory (75-79) _____	Not Satisfactory (under 60) _____

I have reviewed this performance appraisal:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Suggested pay change: \_\_\_\_\_

\_\_\_\_\_  
District Manager Signature

Pay Raise Effective Date: \_\_\_\_\_

Approved pay change: \_\_\_\_\_

\_\_\_\_\_  
Director of Operations Signature