

**Douglas-Cherokee Economic Authority Inc.
Employee Evaluation Form**

EVALUATION PERIOD

From: _____ To: _____

Employee: _____
Title: _____
Program: _____

- ◆ Unsatisfactory = Performance is inadequate
- ◆ Needs Improvement: Much = Does not fully meet requirements
- ◆ Needs Improvement: Some = Meets most requirements
- ◆ Expected Performance = Meets specified competency level

Note: Comments and particular concerns about any item may be noted on the back of this page.

Place an X in the appropriate column below.

- 1 Indicates appropriate knowledge of position and responsibilities
- 2 Works effectively with others
- 3 Facilitates the solutions of problems
- 4 Attends to details in a dependable and conscientious manner
- 5 Performs work with little direction or supervision
- 6 Plans effectively
- 7 Exhibits accuracy, thoroughness, and neatness in work
- 8 Produces an acceptable volume of work efficiently in a specified time
- 9 Can be relied upon regarding task completion
- 10 Develops and accomplishes realistic work plans and objectives
- 11 Seeks out new assignments and assumes additional duties when necessary
- 12 Demonstrates proper judgement and decision making skills
- 13 Has an acceptable overall attendance record and punctuality
- 14 Indicates enthusiasm for professional goals
- 15 Displays commitment to the program and the agency

EXPECTED PERFORMANCE	NEEDS IMPROVEMENT		UNSATIS-FACTORY	
	SOME	MUCH		
				1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11

				12
				13
				14
				15

For Supervisory positions only.

- 16 Delegates responsibility with commensurate authority
- 17 Understands and uses modern and applicable management procedures
- 18 Accepts full accountability for his or her actions and those of his/her subordinates.

				16
				17
				18

Comments on overall evaluation: _____

Focus for next evaluation period: _____

Signature of Immediate Supervisor _____

Date _____

Signature of Employee _____

Date _____

