**JOB PERFORMANCE EVALUATION - 2020**

***CONFIDENTIAL***

|  |  |
| --- | --- |
| **Department:** |  |
| **Employee Name:** |  |
| **Date:** |  |
| **Manager/Supervisor:** |  |
|  |  |
| **Purpose:** The Job Performance Evaluation is designed to assess and communicate the nature and extent of the employee’s  performance of assigned duties and how an employee acts and reacts to the situations herein. Employee performance is compared to performance standards and assists in providing the employee with a better understanding of employer expectations. The outcome will identify strong points and areas to focus on for improvement. The criteria selected for evaluation are based on organizational standards and the organizational goals. | |

***Rating –***

*Consistently Exceeds Expectations: Clearly and consistently exceeds established expectations for major job responsibilities*

*Frequently Exceeds Expectations: Frequently exceeds established expectations for major job responsibilities*

*Meets Expectations: Consistently and completely meets established expectations for major job responsibilities*

*Partially Meets Expectations: Does not consistently meet established expectations for major job responsibilities*

*Does Not Meet Expectations: Does not meet established expectations for major job responsibilities*

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| --- | --- | --- | --- | --- |
| **Performance Indicators** | **Employee**  **Self Assessment** | **Comments/Examples** | **Manager/ Supervisor Evaluation** | **Comments/Examples** |
| *Work Performance* |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
| *Technical Skills* |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
| *Quality of Work* |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
| *Safety* |  |  |  |  |
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|  |  |  |  |  |
| *Collaboration* |  |  |  |  |
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| **Performance Indicators** | **Employee**  **Self Assessment** | **Comments/Examples** | **Manager/ Supervisor Evaluation** | **Comments/Examples** |
| *Quantity/Productivity* |  |  |  |  |
|  |  |  |
|  |  |  |  |  |
| *Innovation/Improvement* |  |  |  |  |
| *(IF APPLICABLE)* |  |  |
| ***Biosafety***  ***Responsibility:*** |  |  |  |  |
| ***Biosecurity***  ***Responsibility:*** |  |  |  |  |
| ***Overall Evaluation*** |  |  |  |  |
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| **Manager/Supervisor Comments:** | |  | | |
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|  |  |  | | |
| (NAME) | |  |  |  |
| Manager/Supervisor Signature | | Date |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Employee's Comments:** | |  | | |
|  |  |  |  |  |
|  |  |  |  |  |
| (NAME) | |  |  |  |
| Employee Signature | | Date |  |  |