

PUC Employee Evaluation

Name:	Department:							
Job Title:	Review Period:							
Instructions: You may complete the employee's annual evaluation, by filling out this editable PDF document, or by printing it off to complete in paper/pencil format. Please review each point with the employee. Make suggestions for future improvement, and set goals where necessary. Upon completing the evaluation, please give the employee a copy of the report, and submit original documents to the Human Resources Department.								
Evaluation Codes: Please use these codes to determine the employee's performance in each of the review areas: N = Not Reviewed/Not Applicable U = Unsatisfactory, F = Fair, S = Satisfactory, G = Good, E = Excellent Place an X in each column under the appropriate rating.								
REVIEW AREA	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 3.33%;">N</td> <td style="width: 3.33%;">U</td> <td style="width: 3.33%;">F</td> <td style="width: 3.33%;">S</td> <td style="width: 3.33%;">G</td> <td style="width: 3.33%;">E</td> <td style="width: 33.33%;">Comments</td> </tr> </table>	N	U	F	S	G	E	Comments
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1. Quality of Work: Work is completed accurately, efficiently, and within deadlines, with minimal supervision.								
2. Dependability: Is reliable, performs at a high level, manages time and workload effectively.								
3. Communication Skills: Written and oral communication is clear, timely, and effective.								
4. Teamwork: Is respectful of colleagues, and collaborates with others to achieve organizational goals.								
5. Decision Making: Makes thoughtful decisions, and exercises good judgment in solving problems.								
6. Initiative: Identifies challenges, seeks out responsibility, is flexible, and adjusts to changing needs.								
7. Resourcefulness: Plans ahead, uses critical thinking skills, and is innovative in solving problems.								
8. Behavior: Demonstrates a positive attitude, and exemplifies PUC values in completing responsibilities.								
Other (Comments, Goals, etc.):								
Date of Review:	Reviewed by:							
Employee Signature:	Reviewer's Signature:							