

# Employee Evaluation Form

Employer Name:

Designation:

Organization:

You are asked to review \_\_\_\_\_ in the position of \_\_\_\_\_.

As part of your responsibility, you are asked to review your employees on their performance working for Campus Recreation. The performance criteria for this position are based on Skills, passion, Initiative, Reliability, Interaction, and Trainability. Please fill out both sides. Your honesty is appreciated. If you have any questions, please feel free to talk to your direct supervisor about out this form.

## Skills: Mastery of position responsibilities and Department protocol and procedures

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1	2	3	4	5	N/A	Score (X2) _____
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- 1- Doesn't seem to know the requires skill for the position.
- 3- Understand basic practice and politics. Sometimes forgets minor details. Could use some improvement in knowledge of job.
- 5- Knows all procedures and performs work accurately, takes pride in quality/quantity of work performed, does not need to ask for help.

## Passion: Enthusiasm for position, department, and wellness

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1	2	3	4	5	N/A	Score (X2) _____
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- 1- Shows no or little interest in mission of Campus recreation.
- 3- Understands mission of Campus Recreation, gets involved in some activities.
- 5- Embodies mission of Campus Recreation, particulars in events, sets standard for being involved in programs and services, supports what we do as an area.

## Initiative : Ability to take charge of situations and direct change appropriately

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1	2	3	4	5	N/A	Score (X2) _____
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- 1- Doesn't cooperate with co-workers in getting hobs done, tries to get out of doing the work.
- 3- Does things when asked, is responsible for his/her own work.
- 5- Self- starter, positive, reacts to difficult situations with spontaneity, takes pride in work.

**Reliability : Accountable for work scheduled and effectively completing tasks.**

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1	2	3	4	5	N/A	Score (X2) _____
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1- Repeated no-show shifts, doesn't effectively complete tasks.						
5- Late once or twice, overall feel you can count on them.						
5- No missed shifts, consistently on time, shows willingness to sub for others.						

**Interaction : Works well with others and engages customers.**

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1	2	3	4	5	N/A	Score (X2) _____
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1- Does not interact with patrons or co-workers, spends a lot of time on homework, rarely helps when there is a need to interact with customers.						
3- Interacts with patrons on a regular basis, helps customer with problem, gets along with co-workers, demonstrates some interest in well-being of customer.						
5- Friendly and courteous with patrons, greets patrons, deals well with difficult situations, interacts great with customers and co-workers, clearly invested on making this place to be.						

**Trainability : Willingness to be active in the learning opportunities presented.**

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1	2	3	4	5	N/A	Score (X2) _____
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1- Does not make an effort to learn new skills or implement new policies.						
3- Understands new policies, does-not always enforce policies, and attends staff meetings.						
5- Implements new policies, acquires helpful new skills, learn new practices and strives to grow through constructive feedback.						

**Total Score \_\_\_\_\_**