

Staff Performance Evaluation – SAMPLE

Nonprofit employees are less likely to receive formal reviews than employees working in business or public sector jobs. But employee performance reviews are helpful in many ways; good employee review processes can not only boost employee productivity but also measure value to the organization and provide a context to discuss opportunities for improvement and change. Without an effective employee evaluation system, it's easy to "condone mediocrity" and run off your best employees, says an article in The Chronicle of Philanthropy. Lack of employee evaluation systems can reflect negatively on your organization to potential donors.

Tips on what works with employee evaluation:

1. Have a regular schedule and stick to it. Ideally, have an annual session with each employee.
2. Use evaluation tools that meet your goals – base your standards on specific goals, not general observations.
3. Employees at different levels in the organization may be evaluated using different standards.
4. Evaluate higher-level employees on the outcome of their efforts.
5. Effective performance reviews can include "360 degree" evaluations involving an employee's managers, subordinates, colleagues, and clients; but this can be costly and time-consuming.
6. Often it's helpful for an employee to write up a self-evaluation prior to the evaluation meeting.
7. Simple evaluations are effective. It's the discussion that counts.
8. Ongoing feedback to employees is also critical to success. Feedback should be specific and behavioral.
9. Consider team evaluations if this is important in your organization; provide regular reports on whether teams are meeting specific performance standards.

SAMPLE EMPLOYEE PERFORMANCE EVALUATION

The purpose of evaluation form is to conduct a formal review of the employee's job performance and accomplishments, as well as the working relationship between the employee and supervisor.

EMPLOYEE NAME: _____

JOB TITLE: _____

SUPERVISED BY: _____

HIRE DATE: _____

DATE OF PERFORMANCE EVALUATION: _____

PERFORMANCE EVALUATION PERIOD: _____

APPRAISED BY: _____

Definitions:

1-Exceeds Expectations - This rating requires an employee to have clearly and demonstrably exceeded most if not all expectations for the position as defined in the job description, any annual goals, and any other guidance provided to the employee during the year. Employees who have not fully addressed previously-communicated performance concerns or issues should not expect to receive this rating. This rating is reserved for truly exceptional performance and will not be 'graded on a curve'. Most employees should not expect to receive this rating, but all should strive for it.

2-Meets Expectations - This rating will be assigned to employees who have met most or all performance expectations for the position as defined in the job description, any annual goals, and any other guidance provided to the employee during the year. This rating will be indicative of solid performance sufficient to maintain employment at and to enjoy a successful career with the organization. Employees who receive this rating should be proud of their performance and will be provided with clear guidance on what additional performance factors would have contributed to receiving an Exceeds Expectations rating.

3-Needs Improvement - This rating will be assigned to employees who have not met many of the performance expectations for the position as defined in the job description, any annual goals, and any other guidance provided to the employee during the year. This rating will be indicative of poor performance that puts the employee's continued employment with the organization at risk. Employees who receive this rating will be provided with a time-delimited Performance Improvement Plan that will include clear steps and performance targets the employee must achieve in order to continue employment.

PERFORMANCE SELF- EVALUATION

Ratings: 1 = exceeds expectations; 2 = meets expectations; 3 = needs improvement; N/A = not applicable to this position

Skill Area	Rating	Comments
Knowledge of work		
Quality of work		
Productivity		
Initiative		
Job interest		
Job knowledge		
Organization		
Dependability		
Flexibility		
Oral Communication		
Work relations		
Problem-solving		
Work habits		
Written Communication		
Attitude		
Other		

ACCOMPLISHMENTS:

Provide a brief overview of significant accomplishments since the last review:

PROFESSIONAL DEVELOPMENT NEEDS:

What training or additional support would help you maximize your work?

LIST 3 KEY STRENGTHS TO CONTINUE:

LIST 3 KEY DEVELOPMENT OPPORTUNITIES:

PERFORMANCE EVALUATION BY SUPERVISOR

Ratings: 1 = exceeds expectations; 2 = meets expectations; 3 = needs improvement; N/A = not applicable to this position

Skill Area	Rating	Comments
Knowledge of work		
Quality of work		
Productivity		
Initiative		
Job interest		
Job knowledge		
Organization		
Dependability		
Flexibility		
Oral Communication		
Work relations		
Problem-solving		
Work habits		
Written Communication		
Attitude		
Other		

LIST 3 KEY STRENGTHS TO CONTINUE:

LIST 3 KEY DEVELOPMENT OPPORTUNITIES:

APPRAISER'S OVERALL SUMMARY:

APPRAISER'S OVERALL RATING:

1-Exceed Expectations ____

2-Meets Expectations ____

3-Needs Improvement ____

Appraiser's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____