



Medina County Human Resources
Employee Performance Evaluation

Name:

Date of Hire:

Position:

Department:

Evaluation: Annual Probationary Special

Standard	Unsatisfactory	Needs Improvement	Meets Requirements	Exceeds Requirements
1. Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ratings of “**Unsatisfactory**” or “**Needs Improvement**” must have examples noted in “**Comments**”. Spell out expectations under “Goals and Objectives” as well as the timetable to achieve satisfactory performance. Exceeds requirements and/or meritorious performance should also be noted in the “Comments” section.

COMMENTS:

GOALS & OBJECTIVES

Employee signature acknowledges receipt of evaluation:

EMPLOYEE

DATE

RATER

DATE

REVIEWER

DATE

HUMAN RESOURCES

DATE

Copy Distribution: 1.) Original to HR; 2.) Employee; 3.) Department