## **Employee Performance Evaluation**

Associate Name	
Department & Position	
Month	

Comments:	0	5	10	15
Goals:	0	5	10	15

<u>ATTENDANCE</u>: Associate calls off in advance when tardy or absent. (-3 for Unexcused Tardies, -5 for Unexcused Absences per day). Comments:

**Goals:** 

**COMMUNICATION:** The associate's ability to communicate with others and his/her responsiveness to others need of assistance. The associate's ability to adapt to new situations and his/her willingness to help out in emergencies. (-5 points per late/ no response). **Comments: 0 5 10 15 20** 

**Goals:** 

**PERSONAL FINANCE:** Did the associate pay their bills and/or make their monthly purchase in the VE market?

Comments:	/50

Goals:

/30

## 2018-2019 PERFORMANCE EVALUATION CYCLE ASSOCIATE SCORING RUBRIC

Scoring Rubric (quality, productivity and finance categories)

50 points given	Meets and Exceeds Expectations above avg	Frequently or contributes more than is required.
40 points given	Meets job requirements	Achieves the standards set for the job
25 points given	Needs Significant Improvement in Specified Areas	Needs improvement in an area or areas that are a priority for this position.
0 points given	Does Not Meet Expectations or Requirements	Fails to meet minimum requirements. Complete defiance

## Total Points: \_

## 230

Your signature below indicates that you have reviewed the contents of this form with your supervisor. (Print and Sign)

Associate:	Date:
Dept. VP:	Date:
Human Resources:	Date: