

## **PERFORMANCE EVALUATION FOR PCMI EMPLOYEES**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department/Region: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Assignment Supervisor: \_\_\_\_\_

### **PART 1: Definition of terms used:**

**Satisfactory:** Meets and occasionally exceeds established standards.

**Needs Improvement:** Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results.

**Unsatisfactory:** Seldom meets established standards.

### **PART 2: Following are the abilities and characteristics that contribute to job performance in your assigned position.**

#### **Job Knowledge/Skills**

PCMI Employee's:

- Understanding of job functions and related job functions.
- Knowledge of pertinent policies and procedures related to the assignment
- Is productive and timely in work production.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

#### **Organizing Ability**

PCMI Employee's:

- Efficient and quality use of time
- Ability to prioritize.
- Ability to effectively handle several assignments simultaneously.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

#### **Initiative**

PCMI Employee:

- Takes initiative in job related functions which require action.
- Attends classes, seminars, workshops that are a part of their assignment.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

**Judgment**

PCMI Employee’s decisions reflect the capacity to think through a problem and reach an effective and appropriate decision.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

**Adaptability**

PCMI Employee:

- Works well with others.
- Is open to and will try new ideas and suggestions.
- Adapts well to new methods or conditions.
- Is flexible.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

**Attitude**

PCMI Employee:

- Displays interest in and enthusiasm for their assignment.
- Respects confidences.
- Is available for work on a regular and punctual basis.

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

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**Overall Rating of the Services Provided by the PCMI Employee For This Assignment:**

Satisfactory       Needs Improvement       Unsatisfactory

Comments:

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**PART 3:      Additional Comments:**

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PCMI Employee's Signature

\_\_\_\_\_  
DATE