

**SUMMER EMPLOYEE EVALUATION GRADING SCALE**

**ATTENDANCE**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>  | <b>Proficient</b>  | <b>Exemplary</b>   |
|---|---|--|--|
| Excessive absences consistently impact work performance. Additional training is needed. | Below 90% attendance, but participant seeks out opportunities to make up missed work. | Maintains 90% attendance and notifies supervisor ahead of time prior to absence. | 100% attendance or missed one day with valid reason that did not occur during first two weeks. |

**PUNCTUALITY**

| <b>Perf. Improvement Plan Needed</b>   | <b>Needs Development</b>   | <b>Proficient</b>   | <b>Exemplary</b>   |
|--|--|---|--|
| Excessive lateness consistently impacts work performance. Additional training is needed. | Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness. | Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time. | Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers. |

**WORKPLACE APPEARANCE**

| <b>Perf. Improvement Plan Needed</b>   | <b>Needs Development</b>  | <b>Proficient</b>  | <b>Exemplary</b>   |
|--|---|--|--|
| Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties. | Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace. | Dresses appropriately and practices hygiene for position and duties with rare exception. | Consistent display of professional appearance and hygiene serves as a model for other workers. |

**TAKING INITIATIVE**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>   | <b>Proficient</b>   | <b>Exemplary</b>   |
|---|--|---|--|
| Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed. | Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance. | Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task. | Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others. |

**QUALITY OF WORK**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>  | <b>Proficient</b>  | <b>Exemplary</b>   |
|---|---|--|--|
| Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed. | Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards. | Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance. | Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback. |

**COMMUNICATION SKILLS**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>   | <b>Proficient</b>   | <b>Exemplary</b>   |
|---|--|---|--|
| Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support. | Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively. | Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace. | Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed. |

**RESPONSE TO SUPERVISION**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>  | <b>Proficient</b>   | <b>Exemplary</b>  |
|---|---|---|---|
| Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary. | Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement. | Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance. | Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer. |

**TEAMWORK**

| <b>Perf. Improvement Plan Needed</b>   | <b>Needs Development</b>   | <b>Proficient</b>   | <b>Exemplary</b>  |
|--|--|---|---|
| Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary. | Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement. | Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace. | Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity. |

**PROBLEM-SOLVING/CRITICAL THINKING**

| <b>Perf. Improvement Plan Needed</b>   | <b>Needs Development</b>   | <b>Proficient</b>  | <b>Exemplary</b>  |
|--|--|--|---|
| Makes little or no effort to use knowledge learned from the job to solve workplace problems. | Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement. | Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills. | Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur. |

**WORKPLACE CULTURE, POLICY AND SAFETY**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>  | <b>Proficient</b>  | <b>Exemplary</b>  |
|---|---|--|---|
| Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace . | Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules. | Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity. | Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers. |

**GENERAL KEY**

| <b>Perf. Improvement Plan Needed</b>  | <b>Needs Development</b>   | <b>Proficient</b>  | <b>Exemplary</b>   |
|---|--|--|--|
| Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training. | Inconsistent in demonstrating and developing skills for the position, but development is needed. | Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills. | Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team. |

*This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.*