

Employee Evaluation

Date of evaluation: _____ Name of evaluator: _____

Evaluators:

Employee information:

Name of person evaluated:

Date of hire:

Present salary:

Last year's action:

Notes:

Rating Key:

- 1 Exceptional performance
- 2 Performance higher than expected
- 3 Performance fully as expected
- 4 Performance less than expected (needs improvement)
- 5 Unsatisfactory performance

<u>TECHNICAL SKILLS:</u>	<u>RATING</u>
Overall accuracy of work	
Communication skills – oral	
Communication skills – written	
Understanding of utility deregulation	
Understanding of utility bills	
Problem solving	
Technology	
Demonstration of working knowledge of:	
ECA's computer software applications	
Use of technology – based tools appropriately	

Comments:

<u>PROFESSIONAL & GENERAL:</u>	<u>RATING</u>
Planning and organization	
Accomplishment of a reasonable volume of work	
General business knowledge	
Acceptance of responsibility	
Accuracy/Conscientious	
Taking pride in work	
Timely completion of assignments and reports	
Judgment	
Communication with Supervisor	
Analytical ability	
Attendance	
Attitude	

Comments:

<u>PERSONAL CHARACTERISTIC:</u>	<u>RATING</u>
Professional image and appearance	
Poise, maturity, and tact	
Ability to relate to customers employees	
Relationship to associates	
Initiative	
Dependability	
Independence & integrity	

Comments:

<u>TEAM WORK:</u>	<u>RATING</u>
Sharing information and resources with others	
Effective participation in and contribution towards the Company's goals	
Sensitivity to other employees	

Comments:

<u>SUMMARY:</u>	<u>RATING</u>
Overall evaluation	
Ability to progress to next level	

Comments on overall evaluation (list strengths and weaknesses):

Recommendations for enhancing performance: