COAST SURVEYING, INC.

PERFORMANCE EVALUATION REPORT—NON-SUPERVISORY

EVALUATION FOR:
- INTERIM ☐
- PROBATION ☐
- ANNUAL REVIEW ☐
- SEPARATION ☐

DEPARTMENT	NAME
EMPLOYEE NO.	TITLE

PERIOD COVERED BY EVALUATION REPORT: MM DD YY TO MM DD YY EFFECTIVE REVIEW DATE MM DD YY

PERFORMANCE FACTORS	RATINGS
QUANTITY Amount of work performed, completion of work on schedule.	1 2 3 4 5
QUALITY Accuracy; neatness; thoroughness; amount of revision necessary.	1 2 3 4 5
WORK HABITS Observance of rules and regulations; safety practices; application to duties; care of work place and equipment, punctuality and attendance.	1 2 3 4 5
PERSONAL RELATIONS Getting along with fellow employees; meeting and handling the public.	1 2 3 4 5
ADAPTABILITY Performance in new situations; performance with minimum instructions; initiative (e.g., suggestions, constructive criticism).	1 2 3 4 5
PROGRESS Speed and thoroughness of learning; efforts at self-improvement.	1 2 3 4 5
OTHER: (Specify)	1 2 3 4 5
OTHER: (Specify)	1 2 3 4 5

USE SPACES BELOW FOR COMMENTS.
RATINGS SHOULD BE SUBSTANTIATED IN WRITING.
USE ADDITIONAL SHEETS IF NECESSARY.

Examples of work well done: superior performance:

Performance deficiencies; suggestions for improvement:

Employee's goals for next review:

Goals for continuing development:

I have prepared this report: _____ _____
Rater's Signature Date

I have reviewed this report: _____ _____
Reviewer's Signature Date

This report has been shown to me and discussed with me:

_____ _____
Employee's Signature Date

COAST SURVEYING, INC.

PERFORMANCE EVALUATION REPORT—SUPERVISORY

EVALUATION FOR:
- INTERIM ☐
- PROBATION ☐
- ANNUAL REVIEW ☐
- SEPARATION ☐

DEPARTMENT	NAME
EMPLOYEE NO.	TITLE

PERIOD COVERED BY EVALUATION REPORT: MM DD YY TO MM DD YY EFFECTIVE REVIEW DATE MM DD YY

PERFORMANCE FACTORS	RATINGS
PRODUCTIVITY Quantity and quality of work produced by supervisor and staff; efficient use of time, personnel and materials; improvement of work methods.	1 2 3 4 5
PLANNING and ORGANIZATION Scheduling work; coordinating work with other units and within own unit; awareness of and preparation for possible changes and problems.	1 2 3 4 5
DELEGATION Amount and type of work delegated; follow-up on delegated work; adequacy of instructions.	1 2 3 4 5
EMPLOYEE DEVELOPMENT Training; orientation; development of employees for higher-level assignments; motivation of employees to self-development.	1 2 3 4 5
LEADERSHIP Motivation of employees; morale of work unit; attitude of staff toward the organization.	1 2 3 4 5
PERFORMANCE EVALUATION Objectivity, accuracy and thoroughness of performance evaluation reports; emphasis on performance improvement; balance of constructive criticism and praise; day-to-day information performance evaluation.	1 2 3 4 5
SUPERVISORY CONTROL Discipline and order of work unit; employees' understanding of performance standards; impartial and consistent control.	1 2 3 4 5
DECISION-MAKING Ability to decide which decisions to make, which to delegate, and which to pass to higher levels; soundness of decisions.	1 2 3 4 5
OTHER: (Specify)	1 2 3 4 5

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USE ADDITIONAL SHEETS IF NECESSARY.

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Employee's Signature — Date