
ASSOCIATE PERFORMANCE EVALUATION

Title: **Human Resource Manager**

Reports To: President

Supervises: No Direct Reports

Associate Name:

Date Hired:

Salary Grade:

Date of Evaluation:

Type of Evaluation

90 Day

Annual

Ratings Defined

5 – Consistently Exceeds Expectations: Results are consistently better than performance expectations.

4 – Above Expectations: More than meets and exceed many of the position's requirements. **3 –**

Expected Excellence: Meets all key requirements of the position and can work productively. **2 –**

– Partially Meets Expectations: Some aspects of the position are below standard but is still making a contribution. (Could be new or inexperienced)

1 – Does Not Meet Expectations: Many aspects of the position are below the requirements and immediate improvement needed to stay in the position.

PART I. PERFORMANCE

Job Responsibilities for Period of Evaluation	Comments	Ratin
Ensures compliance with relevant laws and regulations		0
Makes sure associate understands policies and procedures for correct action to take place		0
Recruits and fills positions in a timely manner		0
Timely response to associate and payroll in regards to reviews		0
Accurate and prompt processing of associate benefit days for payroll and supervisors		0
Prompt resolution of associate matters such as performance and discipline		0
Accurate and timely processing of associate benefits		0
Increases associate morale by coordinating employee relations activities		0
Accurate and timely processing of paperwork for new and terminating associates		0
Maintains personnel files and records in orderly fashion to ensure easy accessibility		0
Ensures compliance of vehicle insurance and driving records while driving personal or company vehicles		0
Ensures availability and accurate data of cell phones, blackberries, and direct connects to maximize communication within CCI		0

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SAMPLE

Standard Competencies	Comments	Rating
<p>Job Knowledge/Skills</p> <ul style="list-style-type: none"> ■ Possesses sufficient skill and knowledge to perform key components of the job ■ Makes effort to stay up to date with changing technology/tools and/or participates in educational/training opportunities ■ Understands department role and operations 		0
<p>Work Habits/Quality</p> <ul style="list-style-type: none"> ■ Shows respect and consideration for others ■ Meets deadlines for projects ■ Follows policies and procedures ■ Has produced quality, cost-effective results ■ Cares for equipment, materials and the work area 		0
<p>Dependability</p> <ul style="list-style-type: none"> ■ Produces high-quality work with accuracy ■ Maintains agreed-upon work schedule ■ Completes volume of work that meets established standards in a timely manner ■ Respects/maintains confidentiality ■ Completes and forwards required paperwork 		0
<p>Initiative/Teamwork</p> <ul style="list-style-type: none"> ■ Demonstrates respect and professionalism (appearance, language, & behavior) ■ Is accessible/approachable ■ Acts collaboratively to accomplish team goals & sound working relationships ■ Prepares in advance, listens, and offers constructive criticism in team meetings 		0
<p>Safety</p> <ul style="list-style-type: none"> ■ Complies with company policies ■ Encourages associates to report unsafe equipment or conditions or reports it themselves ■ Complies with safety rules and training ■ Promptly reports any type of claim and fills out form, if applicable ■ Maintains a safe work environment and does not sacrifice safety for productivity ■ Has completed necessary training to operate equipment skillfully and safely 		0

<p>Leadership</p> <ul style="list-style-type: none"> • Makes sound and fair decisions • Shares information with staff as appropriate • Mentors staff • Anticipates potential obstacles and acts • Understands basic guidelines for HR administration and implements as appropriate 		0
<p>Supervisory Skills</p> <ul style="list-style-type: none"> • Delegates and monitors well-defined tasks fairly • Creates procedures to manage work effectively • Encourages associate training and development • Is accessible to staff • Practices sound resource management 		0

OVERALL RATING

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PART II. PERFORMANCE NARRATIVE

Supervisor should include information on associate’s overall performance highlighting (1) areas of strength; (2) areas for further development; and (3) areas for improvements. Evaluator may also comment on unique or extraordinary factors contributing to this evaluation.

PART III. STATEMENT OF ASSOCIATE PERFORMANCE GOALS FOR UPCOMING EVALUATION PERIOD

Progress since last review

Please include all goals discussed during the previous review. Indicate the goals that have been accomplished and any progress towards any goals that have not been accomplished.

Future Performance Goals

These performance goals should be aligned with the associate's job description

to be discussed with the associate in conjunction

SAMPLE

PART IV. OVERALL PERFORMANCE RATING

**Overall Rating
from above**

Percentage of Increase

Rating Total % of Increase	
10-19	2.00
20-29	2.50
30-39	3.00
40-49	3.50
50	4.00

<p>Associate Comments:</p>	<p>Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation, and it has been discussed with you.</p> <p style="text-align: center;"> Associate Signature Date </p>
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<p>Immediate Supervisor's Signature</p> <p>Date</p>	<p>Human Resource Manager's Signature</p> <p>Date</p>
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