

FWS Evaluation Form

1: EMPLOYEE INFORMATION				
Employee		Job ID		Period of Review
Supervisor		Job Title		Date

2: CORE VALUES		
Performance Category	Rating	Comments/Notes/Examples
<u>Attendance and Punctuality</u> Reports for work consistently and on time; provides timely notice of need for absence or deviations from schedule	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Quality of Work</u> Work is completed accurately, efficiently, and within deadlines	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Judgement & Decision-Making</u> Makes thoughtful, well-reasoned decisions; exercises good judgment; exhibits resourceful problem-solving	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Initiative & Flexibility</u> Demonstrates initiative; seeks out additional responsibility; identifies challenges & solutions; adjusts to unexpected changes	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Communication</u> Written/verbal communication is clear, organized, & effective; listens and comprehends well	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
<u>Teamwork & Cooperation</u> Respectful of and works well with colleagues; contributes to group goal achievement	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	

3: ADDITIONAL POSITION-SPECIFIC TASKS AND ATTRIBUTES		
Task or Attribute	Rating	Comments/Notes/Examples
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	
	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations	

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4: OVERALL EVALUATION

Overall Rating	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations
Reason for Rating	

5: GOALS FOR FUTURE

Goal 1	
Progress/attainment will be measured by:	
Goal 2	
Progress/attainment will be measured by:	
Goal 3	
Progress/attainment will be measured by:	

6: SIGNATURES

Student Signature	
Student Printed Name	
Supervisor Signature	
Supervisor Printed Name	