

## SEMI-ANNUAL EMPLOYEE ASSESSMENT

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Department:</b>    |  |
| <b>Hire Date:</b>     |  |
| <b>Supervisor:</b>    |  |

The purpose of this assessment is to identify the employee's growth in key areas outlined during the annual review period. This assessment should be completed approximately six (6) months from the date of the employee's last performance review, allowing both the employee and supervisor to track the progress of established goals. Please mark an (X) in the box next to the field that best describes the employee's performance rating located below each action item.

### Key Performance Points

#### **Project / Task Management**

*Employee completes all assigned tasks with minimal supervision, within expected time parameters as set by management. Is able to prioritize action points associated with each assigned task and is comfortable taking immediate action to solve unexpected issues that effect project integrity.*

|                          |                            |                                  |                                |
|--------------------------|----------------------------|----------------------------------|--------------------------------|
| <b>Needs Improvement</b> | <b>Average Performance</b> | <b>Above Average Performance</b> | <b>Outstanding Performance</b> |
|--------------------------|----------------------------|----------------------------------|--------------------------------|

**Comments:**

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#### **Communication**

*Employee has a clear understanding of professional engagement and is able to give and follow instructions concisely. Has the capability to interact professionally with employees at all levels within organization and clientele. Processes instructions and feedback while exercising the ability to deliver information effectively both face-to-face as well as via telephone and e-mail.*

|                          |                            |                                  |                                |
|--------------------------|----------------------------|----------------------------------|--------------------------------|
| <b>Needs Improvement</b> | <b>Average Performance</b> | <b>Above Average Performance</b> | <b>Outstanding Performance</b> |
|--------------------------|----------------------------|----------------------------------|--------------------------------|

**Comments:**

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#### **Time Management Skills**

*Employee successfully maintains productivity with varying workloads of department. Frequently delivers results in areas where production is essential and utilizes time proficiently with little or no direction from supervisor(s).*

|                          |                            |                                  |                                |
|--------------------------|----------------------------|----------------------------------|--------------------------------|
| <b>Needs Improvement</b> | <b>Average Performance</b> | <b>Above Average Performance</b> | <b>Outstanding Performance</b> |
|--------------------------|----------------------------|----------------------------------|--------------------------------|

**Comments:**

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## Key Performance Points

### Customer Service Skills

Employee is familiar with client related goals of the company and constantly seeks ways to increase the business relationships. Has the ability to assess the needs of the customer and their viewpoint and match those with the services provided. Able to build and maintain a good rapport with varying personality types while delivering consistency in service.

| Needs Improvement | Average Performance | Above Average Performance | Outstanding Performance |  |
|-------------------|---------------------|---------------------------|-------------------------|--|
|-------------------|---------------------|---------------------------|-------------------------|--|

Comments:

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### Team Work / Interpersonal Skills

Employee exercises the ability to work towards a common goal with inter-departmental tasks. Is able to cultivate positive working relationship and values the input and ideas of others involved in projects. Maintains a professional attitude and seeks quick reconciliation in times of disagreement.

| Needs Improvement | Average Performance | Above Average Performance | Outstanding Performance |  |
|-------------------|---------------------|---------------------------|-------------------------|--|
|-------------------|---------------------|---------------------------|-------------------------|--|

Comments:

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### Goal Oriented

Employee maintains an acceptable level of focus in job duties and actively seeks improvement as relates to advancement opportunities. Measures individual growth and is enthusiastic about progressive development, both personally and professionally.

| Needs Improvement | Average Performance | Above Average Performance | Outstanding Performance |  |
|-------------------|---------------------|---------------------------|-------------------------|--|
|-------------------|---------------------|---------------------------|-------------------------|--|

Comments:

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**SEMI-ANNUAL EMPLOYEE ASSESSMENT**

**Overall Performance Ranking**

*Please assign an overall level of rating to the employee, which you feel best identifies his/her performance during the specified period. This rating should be a direct reflection of the progress shown in all the above areas or lack there of.*

|                          |                            |                                  |                                |  |
|--------------------------|----------------------------|----------------------------------|--------------------------------|--|
| <b>Needs Improvement</b> | <b>Average Performance</b> | <b>Above Average Performance</b> | <b>Outstanding Performance</b> |  |
|--------------------------|----------------------------|----------------------------------|--------------------------------|--|

**SIGNATURES:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:**  
*Supervisor should discuss employee review with Manager prior to scheduling assessment with employee. Please return signed assessment to the HR office no later than 2 days following scheduled employee assessment.*

**EMPLOYEE COMMENTS:**