Employee Evaluation

Employee Name _____   Date _____

Job Title: Example of Administrative Coordinator

Please use the following rating scale to rate the job performance of the above employee in the following categories:

1= Consistently fails to achieve what is expected
2= Occasionally fails to achieve what is expected
3= Consistently achieves what is expected
4= Sometimes exceeds what is expected
5= Consistently exceeds what is expected

Dimensions:	1	2	3	4	5
1. **Quality of Work (30%)** Performs clerical duties, document review and preparation according to instructions. Handles multiple priorities in a flexible manner without error. Maintains strong attention to detail to ensure that correspondence and monthly billing is accurate. Note any demonstrated behaviors related to this dimension:					
2. **Quantity of Work (20%)** Responds to all phone calls, emails and requests for assistance by clients and/or office members in a timely manner. Note any demonstrated behaviors related to this dimension:					
3. **Taking Action Independently (15%)** Performs work duties and assignments with little supervision. Discerns priorities for projects before directed. Follows-up with clients in an independent and timely manner. Note any demonstrated behaviors related to this dimension:					
4. **Relationships with People (20%)** Builds and maintains positive repoire with clients and co-workers. Works cooperatively with co-workers to meet and exceed client expectations. Note any demonstrated behaviors related to this dimension:					

5. Work Habits (15%) Report to work in on time and maintains work hours. Has positive work and organizational habits. Maintains project management notes and files in an organized and timely manner. Note any demonstrated behaviors related to this dimension:					
6. Other Important Performance Factors Note any demonstrated behaviors related to this dimension:					
Overall Score: To obtain, multiply each score dimension score by the percentage assigned to each dimension. 1= Consistently fails to achieve what is expected; Unsatisfactory 1.01-2= Occasionally fails to achieve what is expected; Below Standard Performance 2.01-3 = Consistently achieves what is expected; Standard Performance 3.01-4= Sometimes exceeds what is expected; Above Standard Performance 4.01- 5= Consistently exceeds what is expected; Outstanding Performance					