

EMPLOYEE PERFORMANCE RUBRIC

EMPLOYEE NAME	DATE
REVIEWER NAME	

RUBRIC	SCORE	SCORING SCALE	TOTAL
EXCEPTIONAL; Standards Met Consistently / Expectations Exceeded	4	EXCEPTIONAL	55 – 60
SATISFACTORY; Standards Met Often / Frequently	3	SATISFACTORY	48 – 54
NEEDS IMPROVEMENT; Standards Met Sometimes / Partially	2	NEEDS IMPROVEMENT	40 – 47
UNSATISFACTORY; Standards Not Met or Seldomly Met	1	UNSATISFACTORY	0 – 39

COMPLIANCE / ADHERENCE TO POLICY / COMMITMENT TO QUALITY	4	3	2	1
Works to follow company policy through work and workplace behavior				
Follows written and verbal instructions				
Exhibits willingness to benefit from training / learning experiences				
COMPLIANCE TOTAL SCORE				

JOB KNOWLEDGE	4	3	2	1
Demonstrates knowledge to accurately complete required tasks				
Actively demonstrates skills required; keeps current in field				
Able to identify and prioritize issues and develop appropriate solutions				
JOB KNOWLEDGE TOTAL SCORE				

COMMUNICATION / INTERPERSONAL SKILLS	4	3	2	1
Practices professional etiquette				
Communicates effectively both verbally and written				
Demonstrates active listening and contributes to team discussion				
COMMUNICATION TOTAL SCORE				

TIME MANAGEMENT / SELF-MOTIVATION	4	3	2	1
Recognizes tasks to be done; completes work with minimal direction				
Reliably meets deadlines				
Exercises proper use of time; able to stay on task				
TIME MANAGEMENT TOTAL SCORE				

ATTENDANCE / PUNCTUALITY	4	3	2	1
Present for scheduled work days and meetings				
Arrives and leaves according to scheduled times				
Proper scheduling of time off				
ATTENDANCE TOTAL SCORE				

OVERALL TOTAL SCORE	
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