

**To:**  
**From:**  
**Date:**  
**Re: Employee Evaluation Form**

[Message from the Executive Director to the Employee]

Please rate yourself in the following areas, using the scale below:

**Rating Scale** (feel free to use .5 marks):

- 4 Strength
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

Performance Factors	Rating
Production/Quantity of Work (produces the expected amount of work)	
Thoroughness/Accuracy/Quality of Work (gets the job done right)	
Dependability/Independent Action (uses initiative, reliable, does not require close supervision)	
Work Methods (works efficiently, organized, plans ahead, flexible, able to manage multiple tasks)	
Problem Solving (analyzes relevant facts, makes sound recommendations)	
Interpersonal Skills (works well with supervisor, staff and volunteers, mutual respect, cooperative, visitor/customer-oriented)	
Written Communication (clear, well organized, grammatically correct, efficient, well presented)	
Communication with supervisor (follows instructions, keeps supervisor informed)	
Job Knowledge (proficient in methods or skills required; acquired knowledge)	
Work Habits (good attendance, personal calls or discussions do not interfere or disrupt work)	
Appearance (professional attire, well groomed; creates positive impression for the organization)	
Attitude (situationally appropriate; matched to task)	
Suitability for a museum position and multi-task environment	
Works in accordance with mission, core values, policies & procedures	

Overall Rating:

**Please answer the following questions:**

**What were your major accomplishments during the past year?**

- 

**What did you hope to accomplish in the past year but were unable to accomplish?**

- 

**What prevented you from reaching these goals?**

- 

**What would you like to accomplish in the coming year?**

- 

**What do you need in order to accomplish this?**

- 

**What professional skills would you like to improve in the coming year and how might you improve these skills?**

- 

**Is there anything else you'd like to add to this assessment?**

- 

Please complete this form and return it to me prior to our meeting. I look forward to a fruitful discussion. If you have any questions in the meantime, please let me know. Thank you!

Discussed with employee on \_\_\_\_\_.

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date: \_\_\_\_\_