

# Personnel Manager Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	Weight <small>Total must equal 100%</small>	Rating <small>Use 1 through 5</small>	Score <small>Weight x Rating</small>
<p><b>Administration</b></p> <p>Structures activities of groups, individuals, and self.</p> <p>Uses resources to maximize productivity and efficiency.</p> <p>Plans, sets goals, and develops strategies to meet goals.</p> <p>Efficiently uses time and energy.</p> <p>Comments:</p>			
<p><b>Leadership</b></p> <p>Gains understanding, support, and effective action of others to achieve objectives.</p> <p>Sets and maintains high standards.</p> <p>Builds collaborative team atmosphere.</p> <p>Takes charge and responds appropriately to unexpected situations.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Personnel Manager Evaluation Form, Page 2**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Interpersonal Skills</b></p> <p>Develops relationships that enhance understanding, respect, and communication.</p> <p>Deals effectively with conflict.</p> <p>Works as a team player.</p> <p>Comments:</p>			
<p><b>Problem-Solving Skills</b></p> <p>Effectively processes and analyzes information to learn new material, identify and define problems, and make decisions.</p> <p>Uses quantitative and financial analyses to make sound decisions.</p> <p>Comments:</p>			
<p><b>Communications</b></p> <p>Communicates clearly, accurately, thoroughly, and effectively.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Personnel Manager Evaluation Form, Page 3**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Motivation</b></p> <p>Establishes high performance standards for self.</p> <p>Sets challenging goals.</p> <p>Demonstrates commitment to the cooperative.</p> <p>Comments:</p>			
<p><b>Personal Adaptability</b></p> <p>Demonstrates self confidence in handling work challenges.</p> <p>Demonstrates flexibility, adaptability, and integrity when facing frustration or adversity.</p> <p>Comments:</p>			
<p><b>Technical Knowledge</b></p> <p>Understands thoroughly technical fundamentals of the job.</p> <p>Stays informed of technical developments.</p> <p>Understands company practices and techniques.</p> <p>Recognizes the significance of technology specific to the cooperative.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Personnel Manager Evaluation Form, Page 4**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Personnel Management</b></p> <ul style="list-style-type: none"> <li>Coordinates benefit programs.</li> <li>Coordinates employee training.</li> <li>Manages recruiting process.</li> <li>Conducts exit interviews.</li> <li>Conducts salary surveys.</li> <li>Coordinates recordkeeping.</li> <li>Coordinates payroll.</li> <li>Administers personnel policies.</li> <li>Comments:</li> </ul>			
<p><b>Environmental Compliance</b></p> <ul style="list-style-type: none"> <li>Coordinates safety programs.</li> <li>Develops safety procedures.</li> <li>Assesses safety equipment.</li> <li>Assesses safety regulations.</li> <li>Develops and maintains inventory and compliance records.</li> <li>Represents the cooperative to government safety and environmental agencies.</li> <li>Comments:</li> </ul>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Personnel Manager Evaluation Form, Page 5**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Other Duties</b></p> <p>Performs other duties as assigned by management.                      Enforces and upholds the cooperative's credit policy.                      Comments:</p>			
<p><b>Total Score =</b></p>			
<p><b>Overall Merit Rating</b></p> <p>451 - 500 - Outstanding                      351 - 450 - Exceeds Standards                      251 - 350 - Met Standards                      151 - 250 - Below Standards                      100 - 150 - Unacceptable</p> <p>Signature of Manager/Supervisor _____ Date _____</p> <p>Signature of Employee _____ Date _____</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable