

**Department of Biostatistics & Medical Informatics  
Employee Evaluation Worksheet**

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Use the applicable criteria below to determine what level (1 through 3) best describes the employee's performance for the prior year. Employees ranked "3" on the evaluation form should rank predominantly "3" in applicable categories here. Employees ranked "4" or "1" require an additional sheet per the instructions on the evaluation form.

	Needs Improvement (1)	Meets Expectations (2)	Consistently Exceeds Expectations (3)
Quality of Work			
Quantity of Work			
Customer Service Skills			
Teamwork			
Contributions to Work Group			
Initiative			
Judgment			
Organizational Skills			
Time Management Skills			
Decision-Making Ability			
Technical Skills			
Problem-Solving Ability			
Accuracy			
Consistency			
Communication Skills			
Ability to Meet Deadlines			
Other (describe)			

Describe any new or changed duties:

Comments: