Performance Evaluation Form

Part 2: **Create an employee performance evaluation form. Refer to Ch 7 of Managing Criminal Justice Organizations for important elements that you might want to include. Use this form to evaluate Ima Goodenough from the role of direct supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employee |  | | | | |
| Designation |  | | | | |
| Date of Observation | 21st March 2019 | | | | |
| Working shift |  | | | | |
| Total working hours |  | | | | |
|  | Excellent | Good | Normal | Bad | Worst |
| Employees’ Dressing | Image result for tick |  |  |  |  |
| Compliance with Rules |  | Image result for tick |  |  |  |
| Communication | Image result for tick |  |  |  |  |
| Safety Practice | Image result for tick |  |  |  |  |
| Workplace relations | Image result for tick |  |  |  |  |
| Working behavior |  | Image result for tick |  |  |  |
| Knowledge of work |  | Image result for tick |  |  |  |
| Quality of work |  | Image result for tick |  |  |  |
| Level of Job Skills |  | Image result for tick |  |  |  |
| Capability of working | Image result for tick |  |  |  |  |
| Responsibility level | Image result for tick |  |  |  |  |
| Loyalty | Image result for tick |  |  |  |  |
| Effectiveness under stress |  |  | Image result for tick |  |  |
| Coordination |  | Image result for tick |  |  |  |
| Acceptance of workload |  | Image result for tick |  |  |  |
| Care of equipment |  | Image result for tick |  |  |  |
| Leadership |  | Image result for tick |  |  |  |
| Operational strategy |  | Image result for tick |  |  |  |
| Ability to meet deadlines | Image result for tick |  |  |  |  |
|  | Change required in the respective field | | | | |
| Leadership | None | | | | |
| Collaboration | None | | | | |
| Team work | None | | | | |
| Communication | None | | | | |
| Commitment strength | Training of one week required | | | | |
| Better relationship | More collaboration is required | | | | |
| Problem solving | None | | | | |
| Follow up of regulations | None | | | | |
| Working behavior | Training of one week is required | | | | |
| Quality of work | None | | | | |
| Ability to meet goals in stressed condition | None | | | | |

From the above performance evaluation form, it becomes clear that the employee is good enough to perform all tasks with high quality. The employee is well known to his working demands and follows all rules and regulation properly. The best thing about the employee is that he is always ready to take challenges and performs all tasks on time. He is aware of the importance of meeting deadlines, and thus he is fit for his designation.