

# Staff Performance Evaluation

Dear Client,

We value your business and we value your opinion, therefore, we are asking for your feedback comments regarding the performance of our staff that have worked with your organization within the past 12 months. Your answers will be part of a comprehensive evaluation of our team members.

Your responses are totally anonymous and we have engaged a third-party firm to administer and collect the information. Results will be aggregated by them and presented to us in report form. This survey should take you only about 5 minutes.

Please be frank as you respond. Our goal is to improve our team services to you.

John and Jane Doe  
XYZ Company

## **1. How has this staff member brought value to your organization?**

## **2. Is there a way this staff member COULD bring even more value to your organization? If not, state "no."**

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**3. Please rate how this staff member has demonstrated these traits over the past 12 months.**

	Not Applicable	Below Expectations	Meets Expectations	Above Expectations	Outstanding
Availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability and Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality and Accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. For any traits rated in the "Below Expectations" column (or for any other column) above, please provide additional detail regarding what improvements are needed. If none, please state "none" below.**

**5. What are this staff member's key strengths?**

- a.
- b.
- c.

**6. What are this staff member's key developmental needs? If none, state "none."**

- a.
- b.
- c.

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**7. All response are anonymous. If you would like to speak to XYZ management about your comments or this staff member, please indicate your name and contact information below. THIS IS TOTALLY OPTIONAL.**