



## Foods and Nutrition Employee Performance Review: Core Performance Expectations

**Employee Name:**

**Evaluation Date:**

**Job Title:**

**Type of Review:**

**Building:**

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
1. The Employee effectively participates as a team member.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
2. The Employee communicates effectively and in a timely manner to their supervisor, students, co-workers, and the public.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
3. The employee demonstrates concern and caring for the students, co-workers, and the public.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
4. The employee demonstrates a positive attitude such as smiling, eye contact, and is willing to assist students, co-workers, and the public as needed.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5. The employee accepts responsibility for their duties and for their actions.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
6. The employee completes all assigned work in a timely manner per their job description and willingly adjusts to changes in workload demands and/or work assignments.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
7. The employee uses resources appropriately, efficiently, and effectively.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
8. The employee reviews their own work and makes an effort to improve their personal performance. She/he seeks information from others when necessary and appropriate.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
9. The employee maintains confidentiality. She/he addresses questions and/or concerns in an appropriate manner and seeks to resolve problems at the lowest level.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
10. The employee completes work assignments thoroughly and correctly while anticipating and accounting for potential problems.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
11. The employee seeks appropriate help when difficult situations arise.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
12. The employee responds to supervisory direction positively, listens to direction, and follows through.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
13. The employee completes required training and takes initiative in learning new methods or processes. She/he willingly assists co-workers as needed or requested.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
14. The employee dresses appropriately for work responsibilities and practices good grooming habits.				
Evaluator Comments:				

<b>Criterion:</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
15. The employee's attendance:				
Evaluator Comments:				

**Evaluator's Recommendation:**

**Evaluator's Summative Comments (Optional):**

I have read my performance evaluation and discussed it with my supervisor. My signature means that I have been advised of my performance and does not necessarily mean that I agree with this evaluation or the feedback about my performance. I understand that I may write a response to this evaluation on a separate sheet of paper.

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Employee Signature

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Date

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Evaluator's Signature

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Date

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Administrator's Signature (If not evaluator)

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Date