

POHNPEI STATE GOVERNMENT



Division of Personnel, Labor & Manpower
 Development
 P.O. Box 1567
 Kolonia Pohnpei, FM 96941
 Tel: (691) 320-2493/3000, Fax: (691)320-5505
 Email: personnel@pohnpeidota.fm

Office of the Chief

Pohnpei State Government Performance Evaluation Report

Employee: _____ Job Title: _____ Organization: _____

Supervisor/Reviewer: _____ Review Period: From: ____/____/____ To: ____/____/____

Evaluation:

	Evaluation Factors	O	S	NI/MS	UNSAT
Dedication	Reports to work on time.				
	Uses time constructively.				
Performance	Good working knowledge of job assignments.				
	Organizes and performs work in a timely, professional manner.				
Cooperation	Willingly accepts work assignments.				
	Willingly accepts changes in assignments not directly related to job.				
Initiative	Performs assigned duties with little or no supervision, even under pressure.				
	Strives to meet deadlines.				
Communication	Communicates clearly and intelligently in person and during telephone contacts.				
Teamwork	Works well with fellow employees without friction.				
Character	Accepts constructive criticism without unfavorable responses.				
Responsiveness	Handles stressful situations with tact.				
Personality	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.				
Appearance	Well groomed. Clean. Neat.				
	Dresses appropriately for work.				
Work Habits	Maintains neat and orderly workstation.				
	Maintains neat and orderly paperwork.				

Legend: O=Outstanding S=Satisfactory NI/MS=Need Improvement/Marginal Satisfactory
 UNSAT=Unsatisfactory

Comments and

Recommendations: _____

This performance evaluation has been reviewed with me, and I understand that I may attach my comments if desire.

Employee Signature: _____ Date: _____

Evaluation Performed by: _____ Date: _____