



Employee Performance **Evaluation** Template

presented by:



What is a Performance Evaluation Template?

It's the process of evaluating the employee's performance in which managers, peers, or business leaders assess a team member's job performance over a period and articulate future expectations for the job.

Aim of Performance Evaluation

The aim of Performance Evaluation is to give constructive feedback and suggest next steps for personal and professional development.



Need of Employee Engagement survey

Performance review process should include

- Employee Strengths
- Employee Weaknesses
- Rating System
- Setting Goals for Future

Time oriented Performance Evaluation Templates

- Annual Performance Review
- Mid-year Performance Review
- Quarterly Performance Review
- Year End Performance Review
- 30-60-90 days (about 3 months) Performance Review



What do you write in an appraisal form?



It's very important to provide clear and specific feedback on Employee's performance.

Here are some of the items that should be included in the appraisal form.

- Goals
- KPIs
- Development areas
- Future Plans

Performance Management using Runtime HRMS

1. **My Goals** - This allows you to manage your goals and targets for the selected performance period.
2. **My Achievements** - You can view or edit achievements made in addition to the assigned goals.
3. **360 degree Feedback** - You can request 360 degree feedback from peers, supervisors and subordinates.
4. **My Rating** - You can rate yourself, view manager rating and final rating after appraisal.
5. **View Team** - You can view the list of team members.

Click on each of the feature to read more!

Case Study – Google's Evolving Performance Management

Google is renowned as one of the world's best workplaces, thanks to its innovative performance management system. This case study explores how Google transformed its approach to performance reviews to better align with its goal of leading in company culture and employee satisfaction.

Initially, Google's performance reviews were management-focused, emphasizing feedback over individual growth. This traditional approach did not align with Google's progressive vision.

To prioritize employees, Google introduced its "People Operations Practice." Laszlo Bock, former SVP of People Operations, stated, "All it takes is a belief that people are fundamentally good—and enough courage to treat your people like owners instead of machines."

Here's the new process-

Google's updated system includes:

- Self-Assessments: Encouraging self-reflection.
- 360-Degree Feedback: Gathering comprehensive feedback from peers and supervisors.
- Monthly Check-Ins: Regular progress discussions.
- Annual Reviews: Comprehensive year-end evaluations, eliminating mid-year reviews based on employee feedback.

Key Takeaways for HR Professionals

- Employee-Centric Approach: Focus on employee growth and satisfaction.
- Flexibility: Adapt performance management based on feedback.
- Holistic Feedback: Use self-assessments, peer reviews, and regular check-ins for comprehensive evaluations.

Learning from Google, HR professionals can design performance management systems that boost productivity, engagement, and retention.



Evaluation

Rating Scale

5 (Outstanding) Performs significantly above the quality/quantity criteria for this role.

4 (Exceeds Expectations) Generally exceeds the quality/quantity criteria for this role.

3 (Meets Expectations) Meets the set criteria for the designated role.

2 (Needs Improvement) Didn't fully meet the set criteria for the designated role.

1 (Unacceptable) Performs significantly below set criteria.

Skillset

Possess all the knowledge and expertise to effectively perform the assigned duties. Demonstrates interest in completing assigned training to obtain new skills and/or proactively masters new competencies independently.

5 – outstanding

4 – exceeds expectations

3 – meets expectations

2 – needs improvement

1 – unacceptable

Communication

Has effective verbal and written communication and listening skills. Remains accessible and available to other employers as needed.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Customer focus

Fulfills set service commitments; maintains high levels of customer satisfaction. Maintains appropriate levels of communication with the customers

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Quality of Work

Demonstrates high quality of work in general; ensures thoroughness, accuracy, completeness of work.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Abilities, Knowledge, and Skills

The degree to which the employee exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Cooperation

Does the employee work well with peers and supervisors? Does the employee willingly contribute to the success of the team or department?

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Attendance and Punctuality

Consider how often the employee is late on assigned working days, leaves early on assigned working days, and is sick or absent, all within the context of organizational policies.

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Leadership

Does the employee consistently demonstrate an ability to lead others? Does the employee motivate others to perform better?

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Organizational and Planning Abilities

How well does the employee plan and organize work duties? Does the employee coordinate well with other workers and departments?

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable

Administrative Skill

To what extent does the employee manage day-to-day administrative duties? Does the employee ensure that organizational policies are adhered to?

- 5 – outstanding
- 4 – exceeds expectations
- 3 – meets expectations
- 2 – needs improvement
- 1 – unacceptable



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