NATIONAL CORRECTIONAL INDUSTRIES ASSOCIATION

Correctional Industries Performance Evaluation

Employee information

Employee Name:
Position Title:
Position Duties (Please attach job description to review as well):
Key Characteristics (circle ALL that apply and additional ones as needed): Works Independently, Supervises Others, Trains Others, Excellent Computer Skills, Customer Service Leader, Multitasker, Team Leader, and Takes Initiative.
Supervisor Name:
Review Period:
Date of Review:

Rating key
5 - Outstanding: Consistently and significantly exceeds all job requirements.
4 - Exceeds Expectations: Performance is consistently strong and surpasses requirements.
3 - Meets Expectations: Performance is solid, consistent, and fully meets all requirements.
2 - Needs Improvement: Performance is inconsistent and does not meet all key requirements.
1 - Unsatisfactory: Performance does not meet minimum job requirements.

Performance evaluation

Criteria	Rating (1–5)	Reviewer Comments & Examples
Quality of Work Accuracy, thoroughness, and overall quality of tasks.		
Productivity Timeliness and quantity of completed work.		

Criteria	Rating (1–5)	Reviewer Comments & Examples
Attitude How the individual accepts work assigned, how the individual acts towards others, attitude when arrives and leaves work		
Criteria	**Rating (1–5)**	**Reviewer Comments & Examples**
Job Knowledge & Skills Understanding of responsibilities and technical skills.		
Communication Effectiveness of verbal and written communication.		
Criteria	**Rating (1–5)**	**Reviewer Comments & Examples**
Initiative & Proactiveness Problem-solving and taking ownership of tasks.		
Teamwork & Collaboration Working with others and contributing to team goals.		
Work Ethic Workplace demeanor, professionalism, reliability, attendance, and punctuality.		
Adaptability Adjusting to changes and new processes.		

Achievements and strengths

	Comments
Reviewer Comments Highlight key accomplishments and areas of excellence from this review period.	
Employee Comments Provide your perspective on achievements and strengths.	

Areas for development and goals

	Comments
Areas for Improvement Identify specific areas that need development.	

	Comments
Future Goals Outline objectives for the next review period.	
Development Plan Specific steps for achieving goals, including training or resources.	

Overall summary and acknowledgment

	Comments	
Overall Summary Provide a final overview of the employee's performance.		
	Signature	**Date**
Reviewer Signature		
Employee Signature		