

Teen Job

PERFORMANCE EVALUATION

Period Evaluated	Name:
	Today's Date:

E = Excellent G = Good F = Fair N = Needs Improvement

Appearance

	Neat, clean and presents a professional appearance.
	Represents the company in a way the company intends.

Punctual

	Arrives to work on time.
	Arrives back from lunch and breaks on time.
	Completes each task in a punctual and timely manner.
	Communicates when he or she is not able to come in to work.

Communication & Others

	Works well with others.
	Communicates professionally with others.
	Understands the concept of a team effort.
	Listens to others.
	Has good telephone etiquette.
	Has good email etiquette.

Job Knowledge

	Understands the tasks.
	Takes responsibility for tasks assigned.
	Offers assistance to others when needed.

Job Productivity

	Meets deadlines.
	Looks for ways to be more efficient.
	Sets realistic goals.
	Cares about work quality.
	Dependable.

Comments and/or Areas of Improvement

	Title
	Signature