

EVALUATION ASSESSMENTS

How often are employees supposed to be evaluated?	Usually	Sometimes	Rarely
Employees are actually evaluated at the scheduled times	Usually	Sometimes	Rarely
Employees know in advance the criteria for which they are rated	Usually	Sometimes	Rarely
They are given the opportunity to evaluate their own performance	Usually	Sometimes	Rarely
Employees are evaluated by the people with whom they work most closely	Usually	Sometimes	Rarely
Evaluations give a fair and accurate picture of performance	Usually	Sometimes	Rarely
Employees hear as much of what they are doing well as areas for improvement	Usually	Sometimes	Rarely
You create specific goals together with the employee	Usually	Sometimes	Rarely
Goals set in previous evaluations are referenced between evaluations	Usually	Sometimes	Rarely
Goals set in previous evaluations are referenced in the current evaluation	Usually	Sometimes	Rarely
Unsatisfactory evaluations lead to corrective action	Usually	Sometimes	Rarely
Positive evaluations result in rewards	Usually	Sometimes	Rarely
Evaluation results are documented and signed off on by employee	Usually	Sometimes	Rarely
You use evaluations when making personnel decisions	Usually	Sometimes	Rarely

