**HUMAN RELATIONS / TASK 8:**
**CREATING AN EMPLOYEE PERFORMANCE EVALUATION**

**VE Departments Involved**
Human Resources

**Time Frame/Month for Activity**
October/Five Days

*Note: This task is for new and existing firms. Students should create new forms; they may, however, use last year’s form as a guide.*

**Outcomes**
*HR Department employees will be able to:*
- Use Word to create form templates.
- Develop an employee performance evaluation form.

**Activities/Strategies**
- Direct the HR Manager/VP to conduct a department meeting. The purpose of the meeting is to create an employee performance evaluation form.
- The HR/Manager should create an agenda.
- Before the meeting, have department members’ research the Web for sample employee evaluations or ask the firm’s business partner to provide sample forms from their company.
- At the meeting, have the HR Manager/VP assign the task of taking departmental minutes.
- Direct Department members to share their findings. Using other HR forms as a model, determine those items that they feel are important to include in developing their own.
- The HR/Manager should assign the task of creating a form for the firm. (The form may be created using Word or Excel. The form should include a mathematical conversion to a numerical grade.
- At the next staff meeting, have the HR Manager/VP share with the entire company the form that was developed, which will also communicate the expectations and “grading policy” of the firm.
- The HR Department, along with each department VP and the coordinator, will evaluate each employee before the end of each marking period using this form.

It is suggested that the following items be considered in the evaluation process. HR staff must decide what percentage each item should receive in the total evaluation.

- Attendance
- Punctuality
- Dress compliance
- Employee purchases
- Personal evaluation
- Completed log
- Completion of assigned projects
- Teamwork/Communication
- Ability to meet deadlines
Online Follow-Up
Search the Web for employee performance evaluations that may be used as a basis for developing one for your firm.

Materials/Resources
Sample employee performance evaluation, including the one that is provided in the Resources/Reference files section of your state’s website

Mastery and Assessment
Final copy of employee performance evaluation form