

ANNUAL PERFORMANCE EVALUATION

Employee

Facility

Position

Date

Area of Evaluation	Value	Meets Expectations	Does Not Meet Expectations	Date of Discipline	Type of Discipline	Concerns and Improvement Plan	Date of Follow Up Review
Complies with Winning Wheels Code of Conduct and Customer Service Standards	1						
Entirely completes job responsibilities (review specific job description) in a safe and effective manner.	1						
Satisfactory Attendance	1						
Engages in the Department and Organization (attends meetings, participates in events, volunteers, etc.)	1						
Utilizes the timeclock to record the beginning and end of their shifts and thirty-minute meal periods.	1						
Total Value:							

1=1% 2=2% 3=3% 4=4% 5=5% increase

We value you as a team member for:

Goals for the upcoming year:

I have reviewed my performance, job description, and understand my goals and expectations for the upcoming year.

Employee Signature:	
Evaluator Signature:	
Administrator Signature:	

Thank you for your continued commitment to Winning Wheels, Inc. and our residents – you make a difference!

* Evaluator Review and Attach: Signed job description (with updates noted), Code of Conduct, Privacy Acknowledgement and Payroll Change Form.