



**Johns Hopkins Health System
Project REACH**

Employee Performance Evaluation

Employee Name: _____

Current Job Title: _____

Department: _____

Supervisor

Name/Phone#: _____

Career Coach & Date of Conversation: _____

This Performance Evaluation Form serves as a communication tool between the Project REACH Career Coaches and departmental supervisors to monitor the Project REACH participants work performance during and/or after their training or skills enhancement experiences.

On a scale of 1 to 5 (5 being the highest) please circle the level which best describes how well your employee is performing in the following area:

1. Reports to work when scheduled	1	2	3	4	5
2. Reports to work on time	1	2	3	4	5
3. Understands & follows directions	1	2	3	4	5
4. Performs assigned job tasks	1	2	3	4	5
5. Works well with peers	1	2	3	4	5
6. Shows leadership skills	1	2	3	4	5
7. Displays appropriate work attitude	1	2	3	4	5
8. Manages time effectively	1	2	3	4	5
9. Effectively copes with job stress	1	2	3	4	5
10. Communicates effectively with supervisor	1	2	3	4	5
11. Displays a willingness to learn new tasks	1	2	3	4	5
12. Effectively resolves work-related problems	1	2	3	4	5

Additional Information