

## Employee Evaluation

### Business/Industry

Objective:	To evaluate employee's performance.
Materials:	Computer Internet Access (if needed) Hard copy of survey Pen
Procedure:	<ul style="list-style-type: none"> <li>- Create a survey using <b>SurveyMonkey</b></li> <li>- List all areas in which employee should be evaluated</li> <li>- Upload to a computer or network</li> <li>- Print hard copy</li> <li>- Depending on how you decide to administer the evaluation, either a. have them evaluate themselves online and hard copy or b. management evaluate the employees online and hard copy</li> <li>- Review employee's survey with employee</li> </ul>
Evaluation:	Look over surveys and evaluate the responses.
Standards Met:	N/A