

Model Domestic Worker Evaluation Form

A Domestic Worker may request a written evaluation after three months of employment and once annually thereafter. If the Employer completes a written evaluation, the Domestic Worker has the right to review and receive a copy of the evaluation. If the Domestic Worker disagrees with any information in their performance evaluation, the Domestic Worker and the Employer may mutually agree to make appropriate changes. If no agreement is made, the Domestic Worker may submit a written statement to the Employer explaining their position, which must be included as part of the personnel file; any statement submitted must be included whenever the performance evaluation is provided to anyone else. M.G.L. c. 149, § 52C.

Employee Name: _____

Title: _____

Supervisor Name: _____

Review Period: _____

Review Date: _____

- I. CURRENT RESPONSIBILITIES: List all duties and responsibilities. Indicate any changes that have been made to position description since the last performance review.

- II. PERFORMANCE ASSESSMENT: Evaluate the employee's performance of his/her duties based on the following criteria: Exceeds Expectations; Meets Expectations; or Below Standard.

Duty 1:		Duty 6:	
Duty 2:		Duty 7:	
Duty 3:		Duty 8:	
Duty 4:		Duty 9:	
Duty 5:		Duty 10:	

III. WRITTEN ASSESSMENT AND GOALS: Answer the following questions in detail to provide the employee with more detailed feedback about what they are doing well, what needs improvement, and what goals you have set for the next year.

1. Describe the employee's overall job performance. In this section, discuss how the employee is performing and the degree to which expectations are being met and/or not being met. Talk about achievements, accomplishments, and challenges.

2. Discuss any areas in particular where performance is of a very high quality or extraordinary. Specific examples are important.

3. Discuss any areas of performance that need more attention and further skill development. Specific examples are crucial to growth of the employee.

4. What are the goals for the next 12 months of employment?

5. Employee Comments:

Employer's Signature

Date

Employer's Name

Domestic Worker's Signature

Date

Domestic Worker's Name