

EMPLOYEE PERFORMANCE EVALUATION

INSTRUCTIONS: Read carefully the explanation of points to be considered in rating each of the qualifications listed below. Place a check mark in the column which in your opinion most accurately describes employee's standing.

Name of Employee _____ Department _____ Date _____

Number of months employee has worked in current position _____

	E Unsatisfactory	D Below Average	C Average	B Above Average	A Superior
I. JOB ATTITUDES					
a. Cooperation - Ability to get along with others.	<input type="checkbox"/> Is antagonistic, pulls against rather than works with others.	<input type="checkbox"/> Is difficult to handle.	<input type="checkbox"/> Usually gets along with others.	<input type="checkbox"/> Cooperates willing, gets along with others most of the time.	<input type="checkbox"/> Gets along well with others, is friendly and helpful.
b. Initiative - tendency to go ahead.	<input type="checkbox"/> Takes no initiative, has to be instructed repeatedly.	<input type="checkbox"/> Takes very little initiative, requires urging.	<input type="checkbox"/> Does routine work acceptably.	<input type="checkbox"/> Is fairly resourceful, does well by himself.	<input type="checkbox"/> Is resourceful, looks for things to learn and do.
c. Courtesy.	<input type="checkbox"/> Has been discourteous to public and staff.	<input type="checkbox"/> Is not particularly courteous in action or speech.	<input type="checkbox"/> Usually is polite but is not always considerate of others.	<input type="checkbox"/> Is considerate and courteous.	<input type="checkbox"/> Is very courteous and very considerate of others.
d. Attitude toward constructive criticism.	<input type="checkbox"/> Does not profit by criticism, resents it.	<input type="checkbox"/> Does not pay much attention to criticism.	<input type="checkbox"/> Seems to listen.	<input type="checkbox"/> Accepts criticism and tries to do better.	<input type="checkbox"/> Profits by suggestions, changes poor work habits.
II. JOB PERFORMANCE					
a. Knowledge of job.	<input type="checkbox"/> Has not tried to learn.	<input type="checkbox"/> Pays little attention to learning job.	<input type="checkbox"/> Has learned necessary routine but needs supervision.	<input type="checkbox"/> Understands work, needs little supervision.	<input type="checkbox"/> Knows job well and shows desire to learn more.
b. Accuracy of work.	<input type="checkbox"/> Is extremely careless.	<input type="checkbox"/> Is frequently inaccurate and careless.	<input type="checkbox"/> Makes errors. Takes average care. Average thoroughness and neatness.	<input type="checkbox"/> Makes few errors; is careful, thorough and neat.	<input type="checkbox"/> Very seldom makes errors, does work of very good quality.
c. Work accomplished.	<input type="checkbox"/> Is very slow; output is unsatisfactory.	<input type="checkbox"/> Is slower than average.	<input type="checkbox"/> Works with ordinary speed; work is generally satisfactory.	<input type="checkbox"/> Works rapidly; output is above average.	<input type="checkbox"/> Is fast and efficient; production is well above average.
d. Work Habits.	<input type="checkbox"/> Habitually wastes time, has to be watched and prodded along.	<input type="checkbox"/> Frequently wastes time, needs close supervision.	<input type="checkbox"/> Wastes time occasionally, is usually reliable.	<input type="checkbox"/> Seldom wastes time, is reliable.	<input type="checkbox"/> Is industrious, concentrates very well.
e. Adaptability.	<input type="checkbox"/> Cannot adjust to changing situations.	<input type="checkbox"/> Is slow in grasping ideas, has difficulty adapting to new situations.	<input type="checkbox"/> Makes necessary adjustments after considerable instructions.	<input type="checkbox"/> Adjusts readily.	<input type="checkbox"/> Learns quickly. Is adept at meeting changing conditions.
III. PERSONAL APPEARANCE Neatness and personal care.	<input type="checkbox"/> Is extremely careless.	<input type="checkbox"/> Often neglects appearance.	<input type="checkbox"/> Is passable in appearance, but should make effort to improve.	<input type="checkbox"/> Is very good in appearance, looks neat most of the time.	<input type="checkbox"/> Is excellent in appearance; looks very well all of the time.
IV. ATTENDANCE AND PUNCTUALITY					
a. Absent.	<input type="checkbox"/> Too frequently absent for continued employment.	<input type="checkbox"/> Not regular enough in attendance.	<input type="checkbox"/> Usually dependable.	<input type="checkbox"/> Dependable.	<input type="checkbox"/> Never absent except for an unavoidable emergency.
b. Tardy.	<input type="checkbox"/> Too frequently tardy for continued employment.	<input type="checkbox"/> Very often tardy.	<input type="checkbox"/> Punctuality could be improved.	<input type="checkbox"/> Seldom Tardy.	<input type="checkbox"/> Never tardy except for an unavoidable emergency.
V. SAFETY PRACTICES	<input type="checkbox"/> Is disinterested and careless	<input type="checkbox"/> Generally aware of safety requirements, but often is careless in practice.	<input type="checkbox"/> Generally aware of safety requirements and usually careful.	<input type="checkbox"/> Fully aware of safety requirements and practices safety policies and procedures most of the time.	<input type="checkbox"/> Is fully aware of safety requirements, practices safety policies and procedures and evidences an active interest.

TURN AND COMPLETE SIDE TWO

SIDE TWO

OVERALL EVALUATION: (Check one and explain briefly)

☐ Improvement needed ☐ Satisfactory ☐ More than satisfactory

SUGGESTIONS made to employee for improving performance:

COMMENTS received from employee:

Other comments by Supervisor:

Other comments by Administrator:

Signature of Supervisor _____

Signature of Administrator _____

Date _____ Position _____

Date _____

Employees's Signature _____ Date _____