

8. FIELD ASSESSEMENT (MSU/SCI/IA/007)

(TO BE FILLED BY THE SUPERVISOR)

Please tick where necessary and fill marks as per the rating scale provided							Marks
No.	Rating scale	Poor = 0.5	Below Average = 1	Average = 1.5	Good = 2	Excellent = 2.5	
1	Punctuality	Frequently tardy for continued employment	Very often tardy	Punctuality could be improved	Seldom tardy	Always Punctual	
2	Attendance	Frequently absent	Not regular enough in attendance	Usually dependable	Dependable	Never absent except for emergencies	
3	Personal Appearance	Is extremely careless	Often neglects appearance	Is passable in appearance but should make effort to improve	Is very good in appearance: looks neat most of the time.	Is very good in appearance: looks very well all of the time.	
4	Work Habits	Habitually wastes time, has to be watched and prodded along	Frequently wastes time, needs close supervision	Wastes time occasionally, is usually reliable	Seldom wastes time is reliable	Is industrious concentrates very well	
5	Work Accomplishment	Is very slow: output is unsatisfactory	Is slower than average	Work with ordinary speed. Work is generally satisfactory	Work rapidly: output is above average	Is fast and efficient: production is well above average.	
6	Adaptability	Can't adjust to changing situations	Is slow in grasping ideas, has difficulty adapting to new situations	Makes necessary adjustments after considerable instruction	Adjusts readily	Learns quickly, is adept at meeting changing conditions.	
7	Work Efficiency	Is extremely careless	Is frequently inaccurate and careless	Makes errors: shows average care, and neatness	Makes few errors: Is careful, thorough and neat.	Very seldom makes errors, does work of good quality.	
8	Knowledge of Job	Has not tried to learn	Pays little attention to learning job	Has learned necessary routine but needs supervision	Understands work, needs little supervision	Knows job well and shows desire to learn more	
9	Constructive Criticism	Doesn't profit by criticism, resents it	Doesn't pay much attention to criticism	Accepts criticism and tries to do better	Accepts criticism and improvement noted	Accepts criticism and improves greatly.	
10	Initiative	Takes no initiative, has to be instructed repeatedly	Takes very little initiative requires urging	Does routine work acceptably	Is fairly resourceful, does well by himself or herself	Is resourceful, looks for things to learn and do	
11	Courtesy	Has been discourteous to the public & staff	Is not particularly courteous in action or speech	Usually is polite and is considerate of others	Is considerate and courteous	Is very courteous and very considerate of others	
12	Cooperation	Is antagonistic, pulls against rather than works with other	Is difficult to handle	Usually gets along with others	Cooperate willingly, gets along with others	Gets along well with others, is friendly and helpful	
Total Marks (Maximum 30 Marks)							

Supervisor's Comments

Supervisor's Name

Signature

Date

