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| --- | --- | --- |
| **​ Goals** | **​Input** | **​Rating** |
| **Job knowledge**  Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials. |  |  |
| **Quality of work**  Freedom from errors and mistakes. Accuracy, quality of work in general. |  |  |
| **Quantity of work**  Productivity of the employee. |  |  |
| **Reliability**  The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent. |  |  |
| **Initiative and creativity**  The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions. |  |  |
| **Judgment**  The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion. |  |  |
| **Cooperation**  Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures. |  |  |
| **Attendance**  Consistency in coming to work daily and conforming to scheduled work hours. |  |  |

**Complete this section for employees with supervisory responsibilities:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **​** | **​5** | **​4** | **​3** | **​2** | **​1** |
| **Planning and organizing**  The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously. |  |  |  |  |  |
| **Directing and controlling**  The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action. |  |  |  |  |  |
| **Decision-making**  The ability to make decisions and the quality and timeliness of those decisions. |  |  |  |  |  |