

Factors	Ratings				
	5	4	3	2	1
I. COMPETENCE & PRODUCTIVITY					
A. Quality of Work					
Work Performance	✓				
Work Output	✓				
B. Quality of Work					
Volume of Output	✓				
Promptness (with which work is completed)	✓				
C. Conservation of Resources					
Use of Company Resources	✓				
Optimum Use of Facilities & Equipment	✓				
II. WORK ATTITUUDE					
A. Dependability					
Reliability in Assigned Task	✓				
Keeping Confidentiality of Information	✓				
B. Initiative, Creativity & Enthusiasm					
Development of Ideas	✓				
Interest In Work	✓				
C. Professionalism & Courtesy					
Regard to Authority	✓				
Public Relations	✓				
Courtesy with Peers	✓				
Personal Conduct	✓				
D. Cooperation	✓				
E. Openness to Suggestions & New Ideas	✓				
F. Interpersonal Relationship	✓				
G. Health & Grooming					
Vitality & Energy	✓				
Grooming	✓				
III. COMMITMENT TO & COMPLIANCE TO COMPANY RULES					
Attendance	✓				
Punctuality	✓				
Observance oof Rules & Procedures	✓				
Housekeeping	✓				

Remarks/Comments/Suggestions:

Will Rehire

Total Evaluation:

5.00