

EMPLOYEE EVALUATION

EMPLOYEE _____

JOB CLASSIFICATION _____

THIS REPORT IS MADE OUT FOR (CHECK ONE): () 90 days () 6 months () Annual

() Promotion () Transfer () Exit () Other _____

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by placing an "X" in the block by the phrase which seems to fit the person best. Check only one block per sub-category. Place the rating value indicated on the line to the right. Bring down the total number of points for each category, then total all categories at bottom of page. Please follow these instructions carefully:

1. Use your own independent judgment.
2. Disregard your general impression of the person and concentrate on one factor at a time.
3. When rating an employee, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL SITUATIONS that are not typical.
4. Make your rating with the utmost care and thought. Be sure that it represents a fair and square opinion. DON'T ALLOW PERSONAL FEELINGS TO GOVERN YOUR RATING.

I. ATTENDANCE (20 Pts. Possible)

1. Punctuality

- a. () Always on time (6)
- b. () Occasionally late (4)
- c. () Requires occasional reminding (2)
- d. () Always tardy (0)

2. Dependability

- a. () Perfect record since last rating (8)
- b. () Rarely absent (5)
- c. () Frequently absent, but for cause (2)
- d. () Poor record, requires counsel (1)
- e. () Unsatisfactory, work suffers (0)

3. Notification

- a. () Always notifies in time (6)
- b. () Notifies, but usually too late to get substitute (2)
- c. () Often fails to notify (0)

Attendance Total _____

II. PERSONAL QUALIFICATIONS (10 Pts. Possible)

1. Appearance

- a. () Neat and in good taste (5)
- b. () Sometime careless about appearance (3)
- c. () Untidy (0)

2. Tact and Courtesy

- a. () Shows exceptional tact and courtesy (5)
- b. () Tactful and considerate of others (4)
- c. () Attains goal but arouses antagonism (2)
- d. () Often breeds trouble (0)

Personal Total _____

III. CAPACITY (15 Pts. Possible)

1. Ability to Learn

- a. () Learns with exceptional rapidity (5)
- b. () Grasps instructions readily (4)
- c. () Average ability to learn new things (3)
- d. () Somewhat slow in learning (1)
- e. () Limited in learning new duties (0)

2. Initiative

- a. () Always finds extra work to do (5)
- b. () Normal supervision required, not a self starter (3)
- c. () Needs considerable supervision (1)
- d. () Must always be told what to do. (0)

3. Judgment

- a. () Outstanding ability to reach sound and logical conclusions (5)
- b. () Action generally based on good reasoning (4)
- c. () Average Judgment (3)
- d. () Usually makes decisions without considering all alternatives (2)
- e. () Conclusions often fault (0)

Capacity Total _____

IV. ATTITUDE TOWARD JOB (15 Pts. Possible)

1. Interest

- a. () Shows enthusiasm and interest in all work (5)
- b. () Shows interest; enthusiasm is not sustained (4)
- c. () Shows little or no interest (0)

2. Cooperation

- a. () Goes all out to cooperate with associates and management (10)
- b. () Promotes cooperation and good will (8)
- c. () Moderately successful in cooperating with others (5)
- d. () Cooperates reluctantly and sometimes causes dissension (2)
- e. () Uncooperative. Often breeds trouble (0)

Attitude Total _____

(over)

V. JOB PERFORMANCE AS RELATES TO JOB DESCRIPTION (40 Pts. Possible)

1. Accuracy

- a. () Rarely makes mistakes (10) _____
b. () Above average (8) _____
c. () Average (5) _____
d. () Below Average (2) _____
e. () Highly Inaccurate (0) _____

Rating Totals:

- (20) Attendance _____
(10) Personal Qualifications _____
(15) Capacity _____
(15) Attitude _____
(40) Job Performance _____
(100) TOTAL _____

2. Neatness

- a. () Takes pride in appearance of work.
Has "sense" of neatness (5) _____
b. () Usually turns out neat work (4) _____
c. () Apparently lacks "sense" of
neatness. Requires reminding (3) _____
d. () Too often sacrifices neatness for
quantity (1) _____
e. () Majority of work must be done over (0) _____

3. Quantity

- a. () Unusually high output – meets
emergency demands well (25) _____
b. () Consistently turns out more than
average (20) _____
c. () Finishes allotted amount (15) _____
d. () Does just enough to get by (10) _____
e. () Amount of work done is inadequate (0) _____

Job Performance Total _____

TO BE COMPLETED BY OFFICE:

Current Wage Rate (per hour) _____ Recommended increase _____

Date of last increase _____ Effective date of this increase _____

Amount of last increase (per hour) _____ Date of next evaluation _____

Signature – Employee _____

Signature – Department Head or Supervisor _____

Title _____

Date _____

Signature – Administrator _____

Date _____