



EMPLOYEE EVALUATION

Employee Name:

Current Position:

Evaluation Date:

EVALUATION TYPE

Post Job - Supervisor Review

End of Probation

Periodic, Promotion, Step Increase

Annual

ABILITY AND APPLICATION

1. INITIATIVE: Ability to exercise self-reliance and creativity within company expectations

Grasps a situation and goes to work without hesitation

Works independently often; seldom waits for instructions

Usually waits for instructions; follows others

Does only what is specifically instructed to do

Comments

2. QUALITY OF WORK: Accuracy and effectiveness of work; freedom from errors

Consistently good quality; errors rare

Usually good quality; few errors

Passable work if closely supervised

Frequent errors; cannot be depended upon to be accurate

Comments

3. QUANTITY OF WORK: Output of work; performance speed

Works consistently and with excellent output

Works consistently with above average output

Maintains group average output

Below average output; slow

Comments

4. KNOWLEDGE OF WORK: Technical knowledge of job; ability to apply it

Knows job thoroughly; rarely needs help

Knows job well; seldom needs help

Knows job fairly well; requires instructions

Little knowledge of job; consistently requires help

Comments



EMPLOYEE EVALUATION

5. ATTITUDE AND COOPERATION: Enthusiasm, cooperativeness, willingness

Enthusiastic; outstanding cooperation; tries new ideas

Responsive; cooperates well; meets others more than half-way

Usually cooperative; does not resist new ideas

Uncooperative; resents new ideas; displays little interest

Comments

6. DEPENDABILITY: Willingness to accept responsibility; to follow through

Outstanding ability to perform with little supervision

Willing and able to accept responsibility; little checking required

Usually follows instructions; normal follow-up

Refuses or is unable to carry out responsibility; needs constant follow-up

Comments

7. ATTENDANCE: Reliability to be on the job

Always can be relied upon to be at work on time; absent only for a real emergency

Usually can be relied upon to be at work on time; explained absences occur occasionally

Comes in late with reasonable excuses; fairly frequent explained absences

Frequent unexplained lateness and/or absences

Comments

8. COURTESY AND TACT: With customers, fellow employees, vendors and agency representatives

Always pleasant and courteous

Usually patient and courteous

Abrupt at times; must be reminded occasionally to use tact and courtesy

Requires constant reminder to display tact and courtesy; rude at times

Comments

9. PERSONAL APPEARANCE: Personal grooming, hair, nails, shoes, general

Always clean and tidy appearance for the job

Usually presents clean and tidy appearance

Negligent of appearance at times

Presents a poor appearance too often

Comments

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10. (a) **ACHIEVEMENTS:** Specific accomplishments or projects beyond the normal work load

10. (b) **LEADERSHIP:** (for Managers and Supervisors)

Others naturally follow this person's example or directions; obtains good results from others

Willingly accepts guidance of others; is fairly well accepted in this role

Is accepted reluctantly by the group as a guide or example; gets fluctuating results

Short on aptitude or skilled leadership

Comments

SAFETY ATTITUDE

**** EMPLOYEE ADOPTS AND IMPLEMENTS OSHA, COMPANY, AND FACILITY SAFETY PROCEDURES**

Always complies with safety policies/procedures or wear(s) required PPE

Usually complies with safety policies/procedures or wear(s) required PPE

Must be reminded occasionally to follow safety policies/procedures or wear(s) required PPE

Requires constant reminder to follow safety policies/procedures or wear(s) required PPE

**** NOTE: Failure to comply with safety policies/procedures is grounds for immediate dismissal**

Comments

CAPACITY AND AMBITION FOR ADVANCEMENT

Outstanding; maximum performance in all areas

Superior performance in most areas

Good performance in most areas

Satisfactory

Progressing

Not Likely to Advance

Not Suited to the Job

Regressing

Review the rating and comments; briefly outline what actions the employee and the supervisor will take or assistance that will be given for improvement or to correct the behavior and/or output of the employee:

Time set for necessary improvements to take place:



EMPLOYEE EVALUATION

OVERALL DEMONSTRATED JOB PERFORMANCE

Exceptional

Above Average

Average

Below Average

EMPLOYEE'S REACTION TO REVIEW AND SUGGESTIONS WAS:

Appreciation; completely willing to strive for improvement

Interest; will follow suggestions

Disinterest; satisfied with present status

Resentment; feels review is an imposition

SUPERVISOR'S CONCLUSION FROM THE INTERVIEW:

SIGNATURES:

Supervisor:

Date:

Manager:

Date:

Employee:

Date:

EMPLOYEE REVIEW:

I concur with the review

I disagree with the review for the following reasons: