

PERSONAL TRAITS	UNSATISFACTORY 0	SOME DEFICIENCY EVIDENT 1	SATISFACTORY 2	VERY GOOD 3	OUTSTANDING 4	RATING
KNOWLEDGE The blending of job- related education, skills and experience.	Severely lacking in Knowledge.	Noticeable deficiencies in job knowledge.	Understands job routine. Some knowledge still to be acquired.	Completely understands all aspects of the job.	Understands why all job functions are performed and inter-relationship with other jobs.	
QUANTITY Level of satisfactory output generated per unit of time.	Usually below acceptable standard.	Barely acceptable level of output. Produces less than average.	Satisfactory. Meets expectations of average output.	Usually exceeds the norm. A fast worker.	Exceptional producer. Generates maximal output.	
ACCURACY Absence of errors.	Constantly commits errors. Needs constant checking.	Frequent errors. Needs improvement.	Makes average number of mistakes. Ordinarily acceptable.	Very accurate. Commits few errors.	Extremely accurate. Rarely commits an error.	
ATTITUDE Enthusiasm, pride, loyal to company, respect for supervision, team player.	Resents supervision, not a team player, no enthusiasm.	Very little respect for other employees, very little pride in company or job.	Usually enthusiastic, works well with others, shows respect for supervision, helps others.	High degree of pride, enthusiasm and interest, loyal to company.	Very enthusiastic, active and loyal supporter of company objectives, cooperative, seeks extra work.	
ABILITY Willingness to follow directions. Ability to follow directions, complete job tasks, and adjust to ideas and changes.	Inadequate to keep in job without improvement.	Needs repeated directions. Has difficulty following basic directions.	Adjusts to new ideas and changes. Follows directions.	Ability to follow directions quickly and accurately. Very little supervision once direction is given. Adjusts very well to changes.	Not only follows directions well, but gives direction positively to others.	
JUDGMENT Capacity to make reasonable decisions.	Frequently makes irrational decisions. Poor judgment.	Too often selects wrong alternative.	Usually exercises sound judgment.	Above average reasoning ability. Seldom errs in judgment.	Sustains high level of sound judgment. Decisions usually best under circumstances.	
INNOVATION Imagination and creativity used to lower costs and improve profits.	Never offers a new procedure or new idea.	Rarely suggests new ideas.	Average number of suggestions for improving methods and procedures.	Often suggests beneficial changes and profit/cost improvement.	Very innovative. Constantly offers suggestions for improving operations.	
APPEARANCE & HABITS Personal habits, clothing and grooming (evaluation should consider the nature of the job).	Frequently offensive.	Occasionally sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Rarely exhibits poor appearance or offensive habit.	Always properly dressed for the job. Personal habits are never offensive or in poor taste.	
ORDERLINESS Organization of the individual's work and work area.	Usually disorderly and chaotic.	Frequently unorganized or work area in disarray.	Work sufficiently organized to efficiently perform this job.	Highly organized and efficient worker. Few instances of poor performance from lack of order.	Exceptionally precise in organization work. Has immediate access to anything needed. Extremely efficient.	
COURTESY Respect for feelings and others. Politeness on the job.	Frequently rude. Causes noticeable discomfort to others.	Occasionally impolite to coworkers or others.	Observes common courtesies, does not offend.	Very conscientious of others' feelings and rights. Always polite.	Extremely courteous, well-mannered and polite. Always considers the comfort and ease of others.	

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INITIATIVE Voluntarily starting projects. Attempting non-routine jobs and tasks.	Shows little initiative. Never volunteers. Sticks closely to job routine.	Shows some initiative. Should do more without having to be told.	Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur.	Above average. A self-starter. Will generally volunteer.	Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals.	
RELIABILITY Dependability and trustworthiness.	Not reliable. Often fails to deliver complete job.	Occasionally leaves routine tasks incomplete.	Can be relied on to complete all aspects of job.	Completes work with little supervision. Will complete occasional special projects.	Extremely motivated, loyal and trustworthy. Accepts all assignments. Always performs as expected.	
PERSEVERANCE Steadfast pursuit of job objectives when faced with unexpected obstacles.	Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme determination. Will rarely quit until objective is reached.	
STABILITY Even temperament. Acceptance of unavoidable tension and pressure.	Volatile, inconsistent personality. Disrupts work environment.	Occasional display of temper or emotion sufficient to disrupt others and performance.	Even tempered. Absorbs routine pressures of job.	Can tolerate unusual pressure and tension without hindering performance.	Performs consistently and effectively under extreme pressure. Never visibly falters.	
ATTENDANCE Availability for work.	Frequent inexcusable lateness or absence from work. Very poor attendance record.	Absences or lateness below standards.	Satisfactory attendance record.	Rarely late or absent.	Almost never late or absent. Always accepts overtime work, if offered.	
ALERTNESS Ability to quickly understand new information and situations.	Very slow to grasp ideas and events.	Usually needs extra instruction.	Understands most new ideas and developments without excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum of instruction.	

Comment on principal strengths: _____

Comment on principal weaknesses and suggestions for improvement: _____

Has this evaluation been discussed with the employee? Yes No

Comments: _____

Your recommendation for present and future job classification: _____

I have reviewed this evaluation and I completely understand its contents. Date _____ Employee's Signature _____