

EMPLOYEE EVALUATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Job Title: \_\_\_\_\_

PURPOSES OF THIS EMPLOYEE EVALUATION:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of development and progress.

INSTRUCTIONS:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated.

Carefully evaluate each of the qualities separately.

Two common mistakes in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

QUALITY OF WORK AND ACCURACY is the correctness of work duties performed...neatness, accuracy, and orderliness of work

\_\_\_\_\_  
Makes frequent errors

\_\_\_\_\_  
Careless; makes recurrent errors

\_\_\_\_\_  
Usually accurate makes only average number of mistakes

\_\_\_\_\_  
Requires little supervision; is exact and precise most of the time

\_\_\_\_\_  
Requires no supervision; always accurate

ABILITY TO LEARN is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations, speed in mastering routines, grasping explanations, and retaining new knowledge.

\_\_\_\_\_  
Very slow to "catch on" or absorb

\_\_\_\_\_  
Requires more than average instructions

\_\_\_\_\_  
Grasps instructions with average ability

\_\_\_\_\_  
Usually quick to understand and learn

\_\_\_\_\_  
Exceptionally keen and alert

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

\_\_\_\_\_  
Rarely has a new idea; is unimaginative

\_\_\_\_\_  
Occasionally comes up with a new ideas

\_\_\_\_\_  
Shows imagination; has reasonable number of new ideas

\_\_\_\_\_  
Frequently suggests new ways of doing things; is very imaginative

\_\_\_\_\_  
Continually seeks new and better ways of doing things, is extremely imaginative

ATTITUDE AND COOPERATION is the sociability and warmth which an individual imparts in his/her attitude toward clients, other employees, his/her supervisor and the persons he/she may supervise.

Very distant and aloof; chronic complainer; may argue about or refuse assignments

Occasionally uncooperative; shows little enthusiasm

Warm; friendly; sociable; responds well to changes and new routines

Very sociable and out-going; is usually cheerful; very flexible

Extremely sociable; excellent at establishing good will

BUSINESS APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

Very untidy; poor taste in dress; not suitable for the workplace

Sometimes untidy and careless about business appearance  
taste in dress

Neat and clean; satisfactory business appearance

Careful about business appearance; good taste in dress

Unusually well groomed; very neat; excellent

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

Tires easily; is weak and frail

Frequently tires and is slow

Meets physical and energy job requirements

Energetic; seldom tires

Excellent health; no fatigue

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

Often absent without good excuse and/or often reports for work

Lax in attendance and/or reporting for work on time

Usually present for work on time

Very prompt; regular in attendance

Always regular and prompt

late

OFFICE APPEARANCE is the orderliness and cleanliness in which an individual keeps his/her work area.

Disorderly or untidy

Some tendency to be careless

Ordinarily keeps work area fairly neat

Quite conscientious about neatness and cleanliness

Unusually neat; clean and orderly

INITIATIVE AND DEPENDABILITY are the abilities to do required jobs well with a minimum of supervision.

Requires close supervision; is unreliable. Needs constant prodding and direction

Sometimes requires prompting

Usually handles necessary tasks and completes with reasonable promptness

Requires little supervision; is reliable; works independently. Good follow through

Requires absolute minimum of supervision; self starter

JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.

Poorly informed about work duties; requires much guidance and instructions	Lacks knowledge of some phases of work	Moderately informed; can answer most questions; knows job well; requires minor instructions	Understands all phases of work; sound grasp of essentials; knowledge of job.	Has complete mastery of all phases of job; exceptional
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QUANTITY OR VOLUME OF WORK is the amount of work an individual does in a work day; speed and production.

Does not meet minimum requirements	Does just enough to get by	Volume of work is satisfactory	Very industrious; does more than is required. Consistently turns out more than average	Superior work production record
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TOLERANCE is the ability to withstand pressure and to remain calm in crisis situations.

Goes "to pieces" under pressure is jumpy and nervous	Occasionally "blows up" under pressure; is easily irritated	Has average tolerance for crises; usually remains calm	Tolerates most pressure; very good tolerance for crises	Thrives under pressure; really enjoys solving crisis
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COURTESY is the polite attention the individual gives other people.

Blunt; discourteous; antagonistic; can be upset easily; touchy	Sometimes tactless; abrupt and impatient at times	Agreeable, pleasant and courteous	Always very polite and willing to help	Inspiring to others in being courteous and pleasant; extremely tactful
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Continue to next section...

**COMMENTS**

MAJOR WEAK POINTS:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

and these can be strengthened by doing the following:

\_\_\_\_\_

\_\_\_\_\_

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MAJOR STRONG POINTS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

and these can be used more effectively by doing the following:

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Rated by \_\_\_\_\_  
                    Manager's Signature

\_\_\_\_\_ Date

Reviewed by \_\_\_\_\_

\_\_\_\_\_ Date

A copy of this has been given to me and has been discussed with me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_ Date

Employee's comments:

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