

EMPLOYEE EVALUATION FORM

EMPLOYER: _____

EMPLOYEE: _____ DATE: _____

DEPARTMENT: _____ JOB TITLE: _____

Purpose 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. (If this form is being used for self-evaluation, you will be describing yourself.)

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.

ACCURACY is the correctness of work duties performed. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

ALERTNESS is the ability to grasp instructions, to meet challenging conditions and to solve novel or problem situations. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

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

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

PERSONAL APPEARANCE is the personal impression an individual makes on others.

(Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

appearance. dress. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue.

(Consider physical alertness and energy.) (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

(check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

DRIVE is the desire to attain goals, to achieve. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

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

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

QUALITY OF WORK is the level of work an individual does in a work day. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

STABILITY is the ability to withstand pressure and to remain calm in crisis situations. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

COURTESY is the polite attention an individual gives other people. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

OVERALL EVALUATION in comparison with other employees with the same length of service on this job. (check one)

- ★ ★ ★ ★ ★
- ★ ★ ★ ★
- ★ ★ ★
- ★ ★
- ★

Comment: _____

ADDITIONAL COMMENTS

Rated by:

Signature

Date

Print Name

