**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)

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**ALERTNESS** is the ability to grasp instructions, to meet challenging conditions and to

solve novel or problem situations. (check one)

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**CREATIVITY** is talent for having new ideas, for finding new and better ways of doing

things and for being imaginative. (check one)

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**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)

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

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**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)

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

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

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

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**HOUSEKEEPING** is the orderliness and cleanliness in which an individual keeps his work area. (check one)

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

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

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

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

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

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

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**OVERALL EVALUATION** in comparison with other employees with the same length of

service on this job. (check one)

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**ADDITIONAL COMMENTS**

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Rated by:

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Print Name