

EMPLOYEE APPRAISAL

EMPLOYEE'S NAME _____ DATE _____

JOB TITLE _____ EMP.# _____

SUPERVISOR _____ DEPARTMENT NO. _____

TIME IN THIS ASSIGNMENT _____ DATE OF LAST APPRAISAL _____

RETURN TO PERSONNEL DEPARTMENT BY _____

CONSIDER EMPLOYEE'S EFFORTS OVER THE APPRAISAL PERIOD AND SHOW BY A CHECK (✓) ANY CHANGES IN EACH OF THE QUALIFICATIONS LISTED.

HAS IMPROVED _____ NO CHANGE _____ HAS REGRESSED _____

1. QUALITY OF WORK CONSIDER THE COMPLETENESS, NEATNESS, AND ACCEPTABILITY OF WORK DONE.	<input type="checkbox"/> CONSIDERABLY BELOW JOB STANDARDS.	<input type="checkbox"/> HAS NOT REACHED EXPECTED LEVEL.	<input type="checkbox"/> NORMAL EXPECTANCY.	<input type="checkbox"/> DEFINITELY BETTER THAN THE EXPECTED LEVEL.	<input type="checkbox"/> EXCEPTIONALLY HIGH QUALITY.	
2. QUANTITY OF WORK CONSIDER AMOUNT OF WORK DONE WITHIN GIVEN TIME AND HOW IT COMPARES WITH EXPECTED RESULTS.	<input type="checkbox"/> CONSIDERABLY BELOW JOB REQUIREMENTS.	<input type="checkbox"/> HAS NOT REACHED EXPECTED LEVEL.	<input type="checkbox"/> NORMAL EXPECTANCY.	<input type="checkbox"/> DEFINITELY BETTER THAN THE EXPECTED LEVEL.	<input type="checkbox"/> EXCEPTIONAL PRODUCTIVITY.	
3. ABILITY TO LEARN CONSIDER ABILITY TO UNDERSTAND AND RETAIN.	<input type="checkbox"/> VERY LIMITED	<input type="checkbox"/> REQUIRES REPEATED INSTRUCTIONS.	<input type="checkbox"/> LEARNS REASONABLY WELL.	<input type="checkbox"/> READILY UNDERSTANDS AND RETAINS.	<input type="checkbox"/> UNUSUAL CAPACITY.	
4. COOPERATION CONSIDER ATTITUDE TOWARDS WORK, ASSOCIATES, SUPERVISION, WILLINGNESS TO WORK WITH AND FOR OTHERS.	<input type="checkbox"/> UNINTERESTED POOR TEAM WORKER.	<input type="checkbox"/> SHOWS LACK OF INTEREST AT TIMES. FAIR TEAM WORKER.	<input type="checkbox"/> GENERALLY CO-OPERATIVE AND INTERESTED-WORKS REASONABLY WELL WITH OTHERS.	<input type="checkbox"/> GOOD TEAM WORKER-CO-OPERATES WELL.	<input type="checkbox"/> EXCELLENT TEAM WORKER - GOES OUT OF THE WAY TO COOPERATE.	
5. INITIATIVE AND APPLICATION CONSIDER TO WHAT EXTENT THE EMPLOYEE IS A "SELF STARTER" AND THE ATTENTION AND EFFORT APPLIED TO WORK.	<input type="checkbox"/> WASTES TIME NEVER LOOKS FOR WORK - NEEDS CONSTANT SUPERVISION.	<input type="checkbox"/> INCLINED TO TAKE THINGS EASY REQUIRES OCCASIONAL PRODDING.	<input type="checkbox"/> STEADY AND WILLING WORKER.	<input type="checkbox"/> ENERGETIC-WILLINGLY ASSUMES INITIATIVE.	<input type="checkbox"/> EXCEPTIONALLY INDUSTRIOUS. RESOURCEFUL AND ATTENTIVE.	
6. DEPENDABILITY CONSIDER THE MANNER IN WHICH HE/SHE APPLIES HIMSELF/HERSELF IN HIS/HER WORK, IF HE/SHE GETS WORK OUT ON TIME, ETC.	<input type="checkbox"/> CANNOT BE RELIED UPON. HAS TO BE CLOSELY CHECKED.	<input type="checkbox"/> CONSCIENTIOUS BUT NEEDS MORE CHECKING THAN OTHERS ON SOME WORK.	<input type="checkbox"/> CAN BE TRUSTED TO DO A JOB WITH ROUTINE CHECKS.	<input type="checkbox"/> APPLIES HIMSELF WELL, REQUIRES ONLY AN OCCASIONAL CHECK.	<input type="checkbox"/> JUSTIFIES UTMOST CONFIDENCE. CARRIES OUT HIS WORK IN ALL DETAILS.	
7. SAFETY PERFORMANCE CONSIDER THE EMPLOYEE'S SAFETY RECORD AND WILLINGNESS TO COOPERATE IN CARRYING OUT COMPANY POLICIES.	<input type="checkbox"/> CARELESS OF SAFETY OF SELF AND OTHERS.	<input type="checkbox"/> OCCASIONALLY CAUSES MISHAPS.	<input type="checkbox"/> ACCEPTS SAFETY AS PART OF JOB.	<input type="checkbox"/> PRACTICES GOOD SAFETY HABITS AND IS CONSIDERATE OF OTHERS.	<input type="checkbox"/> EXERCISES GREAT CARE AND FORESEES HAZARDS TO SELF AND FELLOW EMPLOYEES.	
DURING PAST YEAR NO. OF SAFETY VIOLATIONS _____ NO. OF INJURIES _____ NO. OF DRIVING ACCIDENTS _____						
8. ATTENDANCE AND PUNCTUALITY CONSIDER ATTENDANCE ON THE JOB AND REPORTING ON TIME.	<input type="checkbox"/> UNDEPENDABLE ABSENT OR LATE WITHOUT NOTICE.	<input type="checkbox"/> FREQUENTLY ABSENT OR LATE.	<input type="checkbox"/> SOME ABSENCE WITH GOOD CAUSE	<input type="checkbox"/> RARELY ABSENT OR LATE - NOTIFIES IN ADVANCE.	<input type="checkbox"/> RECORD IS PERFECT.	
DURING THE PAST YEAR NO. DAYS ABSENT _____ NO. TIMES TARDY _____						
9. JUDGEMENT CONSIDER ABILITY TO EVALUATE SITUATIONS AND MAKE SOUND DECISIONS.	<input type="checkbox"/> POOR	<input type="checkbox"/> NOT ALWAYS RELIABLE - ERRATIC.	<input type="checkbox"/> GOOD IN MOST MATTERS.	<input type="checkbox"/> VERY RELIABLE.	<input type="checkbox"/> EXTREMELY RELIABLE AND DECISIONS ARE MOST LOGICAL AND WELL FOUNDED.	