1. ACCURACY is the correctness of work duties performed, including reports completed and telephone information given out.

0	1	2	3	4	5	6	7	8	9	10
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 absolute minimum of supervision; is almost always accurate.	

Comments:

2. ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or changing situations.

0	1	2	3	4	5	6	7	8	9	10
Slow to "catch on".		Requires more than average instructions and explanations.			Grasps instructions with average ability.		Usually quick to understand and learn.		Exceptionally keen and alert.	

Comments:

3. ATTENDANCE is the faithfulness in coming to work daily and conforming to work hours, is prompt to all meetings and appointments.

0	1	2	3	4	5	6	7	8	9	10
Often absent without good excuse and/or frequently reports for work late.		Lax in attendance and/or reporting for work on time.			Usually present and on time.		Very prompt; regular in attendance.		Always regular and prompt; volunteers for overtime when needed.	

Comments:

4. COURTESY is the polite attention an individual gives other people.

0 1	2 3	4 5 6	7 8	9 10
Blunt; discourteous; antagonistic.	Sometimes tactless.	Agreeable and pleasant.	Always very polite and willing to help.	Inspiring to others in being courteous and very pleasant.

Comments:

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

0 1	2 3	4 5 6	7 8	9 10
Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.

Comments:

6. DEPENDABILITY is the ability to do required jobs well with a minimum of supervision. Quality of work is such that repeats of same project are not required.

0 1	2 3	4 5 6	7 8	9 10
Requires close supervision; is unreliable.	Sometimes requires prompting.	Usually takes care of necessary tasks and completes with reasonable promptness.	Requires little supervision; is reliable.	Requires absolute minimum of supervision.

Comments:

7. DRIVE is the desire to attain goals, to achieve.

0	1	2	3	4	5	6	7	8	9	10
Has poorly defined goals and acts without purpose; puts forth practically no effort.		Sets goals too low; puts forth little effort to achieve.			Has average goals and usually puts forth effort to reach these.		Strives hard; has high desire to achieve.		Sets high goals and strives incessantly to reach these goals.	

Comments:

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

0	1	2	3	4	5	6	7	8	9	10
Very distant and aloof.		Approachable; friendly once known by others.			Warm; friendly sociable.		Very sociable and out-going.		Extremely sociable excellent at establishing good will.	

Comments:

9. HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area and the attention to cleaning details in routine work schedule.

0	1	2	3	4	5	6	7	8	9	10
Disorderly or untidy.		Some tendency to be careless and untidy.			Ordinarily keeps work area fairly neat.		Quiet conscientious about neatness and cleanliness.		Unusually neat, clean and orderly.	

Comments:

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

0	1	2	3	4	5	6	7	8	9	10
Poorly informed about work duties.		Lacks knowledge of some phases of work.			Moderately informed; can answer most common questions.		Understands all phases of work.		Has complete mastery of all phases of work.	

Comments:

11. QUANTITY OF WORK is the amount of work an individual does in a work day.

0	1	2	3	4	5	6	7	8	9	10
Does not meet minimum expectations.		Does just enough to get by.			Volume of work is satisfactory.		Very industrious; does more than is required.		Superior work production record.	

Comments:

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

0	1	2	3	4	5	6	7	8	9	10
Very untidy.		Sometimes untidy and careless about personal appearance.			Generally neat and clean; satisfactory personal appearance.		Careful about personal appearance and uniform.		Unusually well groomed; very neat.	

Comments:

13. PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

0	1	2	3	4	5	6	7	8	9	10
Personality unsatisfactory for this job.		Personality questionable for this job.			Personality satisfactory for this job.		Very desirable personality for this job.		Outstanding personality for this job.	

Comments:

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

0	1	2	3	4	5	6	7	8	9	10
Tires easily; is weak and frail.		Frequently tires and is slow.			Meets physical and energy job requirements.		Energetic; seldom tires.		Excellent health; no fatigue.	

Comments:

15. STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

0	1	2	3	4	5	6	7	8	9	10
Goes "to pieces" under pressure; is "jumpy" and nervous.		Occasionally "blows up" under pressure; is easily irritated.			Has average tolerance for crisis; usually remains calm.		Tolerates most pressure; likes crisis more than the average person.		Thrives under pressure; really enjoys solving crisis.	

Comments:

OVERALL EVALUATION is comparison with other employees with the same length of service on this job.

0	1	2	3	4	5	6	7	8	9	10
Unsatisfactory.		Substandard but making progress.			Doing an average job.			Definitely above average.	Outstanding.	

Application:

Improvement:

(Evaluator's Signature) (Date)

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

(Employee's Signature) (Date)